



JOB DESCRIPTION

POSITION: Recreational Sports Attendant

DEPARTMENT: Recreation

SUMMARY:

Under general supervision of the Recreation Programmer and Recreation Manager, the drop-in attendant performs a variety of recreation duties; opens up spaces for drop-in recreation activities; sets up equipment; checks participants in; collects payment; provides guidance to groups engaged in recreation activities; organizes money and cash outs; and performs other related duties as required.

DUTIES AND RESPONSIBILITIES:

- Performs building attendant tasks including set-up and take-down of sports equipment
- Assures facilities, equipment and play areas are maintained in a clean, safe and satisfactory fashion. Checks for and reports safety hazards.
- Maintains registration attendance, safety and activity records.
- Maintains discipline at assigned facility, enforces rules and regulations governing assigned programs and completes incident reports.
- Renders routine first aid as necessary
- Collects program fees as necessary
- Performs related duties as assigned

SUPERVISION RECEIVED AND EXERCISED:

Immediate Supervisor: Recreation Programmer

EDUCATION, KNOWLEDGE AND SKILLS:

ESSENTIAL:

Education:

Basic knowledge of recreation instructions pertinent to program area responsible for, at a level appropriate to community requirements, acquired through practical experience, course work or a combination thereof.

Basic knowledge in general administrative procedures, acquired through generally recognized course work, practical work experience or a combination thereof.

Experience: Experience related to Program Area

Licences/Certificates Standard First Aid and CPR Level C (asset)

Specific Skills Demonstrated ability to follow directions and work with minimal supervision. Good verbal and written communication skills, good organizational skills and the ability to work effectively with people and groups within the organization and the community.

Pay Rates: \$16.50-\$25.00/hour, depending on experience.

JOB DESCRIPTION APPROVAL AND DESIGNATION

- Full-Time:**
- Part-Time:**
- Permanent:**
- Temporary:**
- Casual:**

Signature
Department Head:

Signature
Chief Administrative Officer:

Effective Date: _____