

JOB OFFER

RECREATION ADMINISTRATIVE ASSISTANT

Position title: Recreation Administrative Assistant

Department: Recreation – St-Isidore Recreation Centre & other centres

Reports to: Recreation Coordinator

Salary: \$21.20 to \$24.00 per hour

Hours: part-time position, 20 hours per week

Major responsibilities:

- Take inventory and place orders for cleaning products, supplies for the sports bar, arena and vending machines.
- Restock vending machines and prepare sales reports and deposits.
- Balance cashes daily and prepare deposits and take to the bank.
- Prepare incident reports and other reports as needed for the Recreation Coordinator.
- Occasionally be required to help with the hall set up and janitorial duties.
- Answer phone calls and greet customers, receive deliveries and payments.
- Collect payments for bowling and shoe rentals, set up the games on the computer and supervise the bowling alley.
- Assist bar events as needed and ensure that all liquor laws & smart serve rules are being followed.
- Open and close facilities if required for recreation programs and clients.
- Other duties as assigned by the Recreation Coordinator.

Qualifications:

- College or University degree in recreation.
- Minimum of 3 years of work experience in a recreation or related field.
- Knowledge of office software including Word, Excel, Power Point Outlook.
- Capable of working without direct supervision.
- Knowledge of health & safety and liquor laws.
- Smart Serve certificate.
- Emergency First Aid & CPR certificates.
- Excellent customer service, interpersonal & organizational skills.
- Ability to communicate in both French & English (oral and written).
- Own a valid category G Ontario Driver's licence and have access to a vehicle.
- Physically fit to perform required tasks such as lifting & climbing.

Working conditions:

- The employee is required to sit, stand, stoop, kneel, reach and manipulate objects, tools or controls. The position requires mobility. Manual dexterity and coordination are required to operate equipment such, but not limited to, computer

keyboards, phones and standard office equipment. The position may require the occasional lifting of objects weighing up to 50 lbs such as cases of beer.

- Home base & office will be located in the St-Isidore Recreation Centre but will be required to travel to other community centres as needed.

Control over work schedule:

- Mostly Monday – Friday but will be required to work some weekends as needed at bar events.

If you are interested in pursuing this opportunity, please send your resume by 4 p.m. on May 23, 2019, to:

Carol Ann Scott, Recreation Coordinator
The Nation Municipality
20 Arena Street, St-Isidore, ON K0C 2B0
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613-524-2529