

# TOWN OF NIVERVILLE

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|------------------------|---------------------------------------------|
| <b>POSITION TITLE:</b> | <b>RECREATION CAMPUS STAFF</b>              |
| <b>REPORTS TO:</b>     | <b>MANAGER OF RECREATION ADMINISTRATION</b> |
| <b>JOB TYPE:</b>       | <b>PART TIME (8-25 HOURS PER WEEK)</b>      |

## POSITION SUMMARY

The Recreation Campus Staff is the first point of contact for visitors to the Community Resource and Recreation Centre. The Recreation Campus Staff will attend to visitors, deal with inquiries on the phone and in person, and provide information regarding the building to the public. The Recreation Campus Staff will also be responsible for taking payment for rentals and memberships, preparation of facility spaces, and facility cleanliness. This position requires daytime, evening, and weekend hours.

## GENERAL ACCOUNTABILITIES

### **Reception/Customer Service.**

- Answering phones in a professional manner, and routing calls, as necessary.
- Greet people and direct them to appropriate area.
- Communicate important building events / information to the building as required.
- Taking payment for rentals and memberships.
- Assist in day-to-day scheduling as required.

### **Facility.**

- Preparation of courts, flex space, help on ice etc.
- Performing cleaning tasks throughout the facility.
- Monitors court attendant schedules and usage, reporting incidents when necessary.
- Maintain inventory of equipment rooms, storage areas and kitchen, make sure spaces are clean and easily accessible.

### **Other Duties.**

- Perform other duties as assigned by the Recreation Desk Supervisor, the Manager of Recreation Administration (or their delegate), or the Director of Recreation & Wellness.

### **TECHNICAL COMPETENCIES**

- Practical knowledge and experience in computer systems for business/recreation applications.
- Must have the ability to lift 25 pounds regularly and exert 50 pounds of force occasionally, ability to climb, kneel, crouch, reach, stand, pull, lift and grasp.
- Child Abuse Registry and Criminal Record Check must be completed prior to employment and maintained throughout employment.
- Abilities in public speaking & interpersonal communication.
- First Aid/ CPR is considered an asset.