

POSITION: RECREATION ASSISTANT

JOB POSTING #:

DEPARTMENT: Recreation & Culture

UNION: 543

POSTING TYPE:

JOB CODE: 543175

POSTING STATUS:

POSITION #:

OF POSITIONS: 1

GRADE/CLASS: 0.11

SHIFT WORK REQ'D: Yes

SALARY RANGE: \$23.46 to \$27.60 per hour

HOURS PER WEEK: 40 hours

DUTIES:

Reporting to the Supervisor of Community Programming, the Recreation Assistant will be responsible for assisting with the complete operation of a community/neighbourhood centre. The successful application will support Community Strategic Plan activities, assist in the preparation of annual operating goals, objectives and results; assist in planning, organizing, implementing, supervising and evaluating programmes and activities; assist in staff selection, training, scheduling, supervising and evaluating Recreation employees; assist in budget preparation and control; register participants and book rental group and prepare bank deposits; provide effective customer service; assist in developing Activity Guide Information and other promotions; assist in maintaining accurate statistical and financial records including bi-weekly staff attendance for payroll purposes; assist in facility maintenance duties related to equipment, heating and mechanical systems; effectively communicate through oral and written reports; ensure compliance with applicable standards and regulations and perform Occupational Health & Safety duties as outlined in the Corporate Health & Safety program; perform other related duties.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma plus two (2) years of post secondary school courses in Recreation or Human Kinetics or Physical Education from a community college or university or Ontario Ministry of Education equivalencies.
- Must have over six (6) months experience in recreational programming and facility operations;
- Must have and maintain as a condition of employment a current Standard First Aid Certificate and CPR Basic Rescuer Certificate.
- Must have the ability to travel to offsite locations in a timely and expedient manner as required. If method of travel is by vehicle a current valid and lawful driver's licence is required in accordance with the Highway Traffic Act.
- Will be required to complete a pre-placement strength test in accordance with the requirements of the Physical Demands Analysis.
- Must have working knowledge of computer software programmes, such as Microsoft Office Word and Excel.
- Knowledge of the C.L.A.S.S. software programme considered an asset.
- Additional courses completed in Public Relations would be considered an asset.
- Must be able to work 40 hours per 7 day week – Sunday through Saturday and Statutory Holidays.

POSTING SPECIFICS:

Posting Period:

- At 8:30 am Tuesday, April 16, 2013 to 4:30 pm Thursday April 18, 2013
- **APPLICATIONS WILL ONLY BE ACCEPTED DURING THE POSTING PERIOD.**

Who May Apply:

- Current City of Windsor employees. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices.

How To Apply:

- Complete an Internal Job Transfer form (available at Human Resources or on Dashboard) and attach a resume, specifically noting the job posting number, your qualifications and experience as outlined above.

Apply To:

- In person to the Human Resources Department or one of the Customer Care Centres
- By faxing your Job Transfer Form and resume to the Human Resources Department

Updated:

- By Human Resources on April 15, 2013.