

POSITION: RECREATION CENTRE CLERK**JOB POSTING #:****DEPARTMENT:** Recreation & Culture**UNION:** 543**POSTING TYPE:****JOB CODE:** 543265**POSTING STATUS:****POSITION #:****# OF POSITIONS:** 2**GRADE/CLASS:** 0.07**SHIFT WORK REQ'D:** Yes**SALARY RANGE:** \$21.03 to \$24.74**HOURS OF WORK:** 33.75 including evening hours
Sunday through Saturday and Statutory Holidays**DUTIES:**

Responsible to the Supervisor of Community Programming for the following: assist with administrative, clerical, typing, filing, telephone and counter inquiry duties as assigned; will assist with orders of stock and supplies; assist with the registration of participants and perform duties relevant to registration including the responsibility for the securing of registration receipts and assisting with the banking procedures; will be responsible for signing or initiating requests to make expenditures or recoveries in accordance with written procedures (i.e., Visa Card); assists with the preparation and scheduling of bookings, programs, and rentals; ensure the custody and care of facilities and property, contents, money, and equipment by following the facility procedures as per facility guidelines; assists in monitoring facility users and participants; assist in risk management for building; ensure the security of the building which will include conducting periodic inspections. The Facility Person will provide functional supervision to other recreation staff members as required. May be required to set up tables and chairs and other equipment for events; may be required to perform some lifting; Occupational Health and Safety duties as outlined in the Corporate Health and Safety program; perform other related duties as assigned.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma or Ontario Ministry of Education equivalency.
- Must have over six (6) months experience in general office procedures/functions, typing, and customer service.
- Must possess computer skills in the Microsoft Suite of Products such as Word and Excel.
- Must possess the ability to communicate effectively, both verbally and in writing.
- Must be capable of working with minimum supervision.
- Must hold and maintain a current standard First Aid, Basic Rescuer CPR- C and Defibrillator Certificate.
- Must maintain good relations with the general public and other employees at all times;
- Must have the ability to travel to off site locations in a timely and expedient manner as required. If method of travel is by vehicle, a current valid and lawful Driver's License 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.
- Knowledge and proficiency in the Class program and/or other database computer applications will be considered an asset.
- Experience in cultural and recreational programming considered an asset.
- Experience in the travel/tourism and/or hospitality industry considered an asset.
- Community involvement through volunteer service is considered a definite asset.

POSTING SPECIFICS:**Posting Period:**

- at 8:30 AM to PM
- **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 Helene Gauci, Administrative Assistant to the Executive Director of Recreation & Culture, or by fax to 519-255-7990, or by email to hgauci@city.windsor.on.ca

Updated:

- By Human Resources on October 25, 2013.