

## Recreation Attendant – Canada Summer Jobs

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Reports to Recreation Programmer  
35 hours per week for 14 weeks starting May/June 2021

### Canada Summer Jobs:

Canada Summer Jobs is an initiative of the Youth Employment and Skills Strategy, which aims to provide flexible and holistic services to help all young Canadians develop skills and paid work experience to successfully transition into the labour market. To be eligible you must be aged between 15 and 30 years of age at the start of employment, you must also have a valid Social Insurance Number and be legally entitled to work in Canada.

### Summary:

Based out of the Pemberton Community Centre in the heart of the Village, you'll be supporting the Recreation Team with all operational aspects of launching and running Spring and Summer programs. You'll be guest facing and often working with children so we're looking for someone with the confidence to communicate in a friendly and proactive manner!

For more information about our Recreation Programs click [here](#).

### Duties:

- Supervising youth and children while they are in the facility.
- Assisting Program Instructors during out-trips.
- Supporting set up and tear down of rooms used by guests and visiting off-site Summer Camp Programs and ensuring they are set up for success, relaying any concerns to the Recreation Programmer.
- Assisting the team with developing a rough plan for some of the Programs being run, including Summer Camp planning.
- Administrative support which will include monitoring and ordering supplies, proactively requesting appropriate documentation from guests and helping guests (particularly youth and children) sign in and out of classes.
- Opening and closing the facility.
- Acting as a first point of contact for guests and welcoming them to the facility.
- Supporting the team with our COVID-19 Safety Plan by cleaning and sanitizing our facility, including high touch areas. Encouraging our guests to wear their face masks and socially distance.
- Providing cover and support when members of the Recreation Team are absent.

### Health & Safety:

As per the Village's commitment to the physical and psychological health and safety of its employees, the successful candidate must adhere to the following accountabilities:

- Identifying and reporting workplace hazards

- Participating in workplace incident investigations and workplace inspections
- Assisting with Job Hazard Analysis and Risk Assessments
- Adhere to all workplace safety policies and procedures
- Awareness of the following safety considerations identified for this position:
  - Lifting awkward loads
  - Dealing with difficult customers
  - Extension of regular work hours during peak operations
  - Computer workstation ergonomics

**Qualifications:**

- Meeting criteria of the Canada Summer Jobs initiative
- Hardworking and proactive attitude
- Satisfactory Vulnerable Sector Check (<https://www.screeningcanada.ca/blog/vulnerable-sector-checks-explained>)
- An interest or passion for recreation activities desirable
- Previous experience working with children desirable
- Working knowledge of Microsoft Office applications desirable
- Confidence with administrative tasks also desirable

Please send your resume and a cover letter detailing why you are applying to this role to [recruiting@pemberton.ca](mailto:recruiting@pemberton.ca) no later than Sunday 16 May.