

Recreation Attendant – Summer Student

Reports to: Recreation Programmer
35 hours per week for up to 14 weeks starting May/June 2022

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 the confidence to communicate in a friendly and proactive manner!

Responsibilities:

- 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 Communicable Disease Prevention plan by cleaning and sanitizing our facility, including high touch areas.
- Providing cover and support when members of the Recreation Team are absent.

Skills and Experience:

- Meeting criteria of the Canada Summer Jobs initiative
- Hardworking and proactive attitude
- Satisfactory Vulnerable Sector Check
- 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