



# Job Posting 24-27

## Recreation and Facility Assistant

The Town of Cobourg is seeking a Recreation and Facility Assistant to be responsible to provide support to all recreation programs, rentals and events at the Cobourg Community Centre.

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### REPORTS TO: MANAGER OF RECREATION

### MAIN RESPONSIBILITIES:

Performs the necessary duties to carry out the necessary works of the department and without limiting the foregoing, carry out such tasks as:

- Interacting with all users and spectators of the Cobourg Community Centre;
- Perform administrative duties such as facility and program bookings, reception coverage;
- Provides public relations and customer service by answering telephone/email inquiries, providing information, processing memberships and providing assistance with programming;
- Perform event assistance including; set-up and take down on evenings and weekends;
- Ensure all new facility procedures are being followed;
- Responsible for the assembly, disassembly and storage of recreation equipment;
- Handles cash;
- Performs cleanup support for all programs by sweeping floors, sanitizing program equipment, etc.;
- Ensures all outdoors signage is brought in and reception desks are locked when closing;
- The position is also responsible for other administrative duties as required;
- Provides recreation program support for children, youth and on-ice programming; and
- Assist with seasonal allocations as required.

### EDUCATION/EXPERIENCE/SKILLS:

- Must possess excellent verbal communication skills and effective customer service skills;
- Trustworthy and dependable;
- Reception or administrative experience preferred;
- Must be able to work independently and as part of a team;
- Experience in providing superior customer service to community members preferred;
- Must obtain a Satisfactory Criminal Record Check upon employment;
- Must possess valid Standard First Aid Level A or must obtain within 60 days of hire; and
- Must possess valid Smart Serve certification or must obtain with 60 days of hire.

### WORKING CONDITIONS:

- This is a part-time temporary CUPE position governed by the CUPE Local 25 collective agreement; and
- This position will work up to 24 hours per week including evenings and weekends. Hours are scheduled in consultation with staff to meet operating requirements and will be required to work evenings and weekends.

### WAGE:

The wage scale for this position is as per Schedule B Inside Workers of the Collective Agreement - Grade 2B – \$23.82-\$29.79 per hour.



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Interested applicants should forward a PDF copy of their cover letter and resume (one document) in confidence to the attention of the Human Resources Department at [humanresources@cobourg.ca](mailto:humanresources@cobourg.ca) no later than **July 2, 2024 at 4:00PM**. The application deadline for internal candidates is June 18, 2024 at 4:00PM. We thank all applicants however only those selected for an interview will receive a response.

In accordance with the Municipal Freedom of Information and Protection Privacy Act, the information gathered is collected pursuant to the Municipal Act, 2001, as amended. The Town of Cobourg is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.