



Job Posting 26-33

Recreation and Facility Assistant

The Town of Cobourg is seeking a Part Time Recreation and Facility Assistant!

Reporting to the Manager, Recreation and working primarily evening and weekend shifts, the Recreation and Facility Assistant provides support to all recreation programs, rentals and events at the Cobourg Community Centre.

MAIN RESPONSIBILITIES

- Interacting with all users and spectators of the Cobourg Community Center.
- Perform administrative duties such as facility and program bookings, reception coverage etc.
- Provides public relations and customer service by answering telephone/email inquiries, providing information, processing memberships and providing assistance with programming.
- Perform event assistance including but not limited to 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.
- Cash handling.
- Performs cleanup support for all programs by sweeping floors, sanitizing program equipment etc.
- Ensure all outdoors signage is brought in, and reception desks are locked when closing.
- Provide recreation program support for children, youth and on-ice programming.
- Other duties as assigned.

QUALIFICATIONS

- Must possess excellent verbal communication skills and effective customer service skills/
- Trustworthy and dependable.
- Reception and administrative experience preferred.
- Must be able to work independently and 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 willing to obtain upon request.
- Must possess valid Smart Serve certification or willing to obtain upon request.

WAGE:

The wage scale for this position is as per Schedule B Inside Workers of the Collective Agreement - Grade 2b, \$25.57 to \$31.99 per hour.

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. 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.