

JOB DESCRIPTION

POSITION:	RECREATION ASSISTANT		
DEPARTMENT:	Recreation & Culture	UNION:	C.U.P.E. Local 543
LOCATION:	Various	JOB CODE:	543175
HOURS OF WORK:	40	GRADE/CLASS:	0.12
SHIFT WORK REQ'D:	Yes		

DUTIES:

Reporting to the Supervisor of Community Programming, this position will be responsible for assisting with the complete operation of a community/neighbourhood centre. The successful applicant will support Community Strategic Plan activities, assist in the preparation of annual operating goals, objectives and results; assist in planning, organizing, implementing, supervising and evaluating programs and activities; assist in staff selection, training, scheduling, supervising and evaluating Recreation employees; assist in budget preparation and control; register participants and book rental group and prepare bank deposits; provide effective customer service; assist in developing Activity Guide Information and other promotions; assist in maintaining accurate statistical and financial records including bi-weekly staff attendance for payroll purposes; assist in facility maintenance duties related to equipment, heating and mechanical systems; will be required to travel offsite approximately 1-2 times per week to obtain groceries and to bring equipment to outside programs; will effectively communicate through oral and written reports; will ensure compliance with applicable standards and regulations. Will perform Occupational Health & Safety duties as outlined in the Corporation's Health and Safety Program. Will perform other related duties as required.

QUALIFICATIONS:

- Must have two (2) years of post secondary education in Recreation, Human Kinetics, Physical Education or Business Administration or Ontario Ministry of Education equivalencies;
- Must have over one (1) year of experience in Recreational Programming and Recreation Facility Operations with leadership experience;
- Must have and maintain as a condition of employment a current Standard First Aid Certificate and CPR Basic Rescuer Certificate;
- Must have the ability to travel to offsite locations in a timely and expedient manner as required. If method of travel is by vehicle, a current, valid and lawful Driver's licence is required in accordance with the Highway Traffic Act and must provide a driver's abstract as a condition of employment;
- Must have working knowledge of computer software programmes, such as Microsoft Word and Excel;
- Must be available for shifts scheduled Sunday through Saturday inclusive of statutory holidays;
- Knowledge of the C.L.A.S.S. software program will be considered an asset;
- High Five-Principles of Healthy Child Development and Quest is considered an asset;
- Additional courses in Public Relations would be considered an asset;
- The physical demands analysis associated with this job indicates a light to heavy level of work;
- Must complete a post-offer agility test in an effort to assist the successful candidate in completing the position tasks safely and to aid in minimizing injuries on the job.

In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.