

JOB DESCRIPTION

POSITION:	RECREATION CENTRE CLERK		
DEPARTMENT:	Recreation & Culture	UNION:	C.U.P.E. Local 543
LOCATION:	Various	JOB CODE:	543265
HOURS OF WORK:	33.75	GRADE/CLASS:	0.07
SHIFT WORK REQ'D:	Yes		

DUTIES:

Reporting to the Assistant Manager WIATC/Adventure Bay and Recreation Business Development or Supervisor of Community Programming, where applicable, this position will be responsible for the following: will assist with administrative, clerical, typing, filing, telephone and counter inquiry duties as assigned; will assist with orders of stock and supplies; assist with the registration of participants and perform duties relevant to registration including the responsibility for securing registration receipts and assisting with banking procedures; will be responsible for signing or initiating requests to make expenditures or recoveries in accordance with written procedures (i.e., Corporate Purchasing Card); assists with the preparation and scheduling of bookings, programs and rentals; ensure the custody and care of facilities and property, contents, money, and equipment by following the facility procedures as per facility guidelines; assist in monitoring facility users and participants; assist in risk management for building; ensure the security of the building which will include conducting periodic inspections. The Recreation Centre Clerk will provide functional supervision to other recreation staff members as required. May be required to set up tables and chairs and other equipment for events; may be required to perform some lifting such as lifting boxes, supplies, etc; and may be required to drive to off-site locations to attend meetings or to provide support for special events. 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 an Ontario Secondary School Graduation Diploma or Ontario Ministry of Education equivalency;
- Must have over six (6) months of experience in general office procedures/functions and customer service;
- Must have the ability to travel to off site 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 possess the ability to communicate effectively, both verbally and in writing;
- Must possess computer skills in the Microsoft Suite of Products such as Word and Excel;
- Must have a typing proficiency of 40 wpm;
- Must hold at time of application and maintain throughout course of employment, a current standard First Aid, Basic Rescuer CPR- C and Defibrillator Certificate(s);
- Must be capable of working with minimum supervision;
- Must maintain good relations with the general public and other employees at all times;
- Must be available for shifts scheduled Sunday through Saturday inclusive of evenings and Statutory Holidays;
- Knowledge and proficiency in the C.L.A.S.S. program and/or other database computer applications will be considered an asset;
- Experience in cultural and/or recreational programming is considered an asset;
- Community involvement through volunteer service is considered a definite asset;
- The physical demands analysis associated with this job indicates a sedentary level of work.

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.