



Town of Faro

PART TIME RECREATION ASSISTANT

Position Duties and Responsibilities

Rate of Pay: \$23.70/h based on approximately 20-24 hours per week

The Recreation Assistant will assist both the Recreation Manager and the Recreation Programmer in administrative tasks relating to recreation. This includes monthly deposits, monthly program promotion, assisting in the writing of relevant funding reports. This position may also require the supervision of programs and staffing of special events. The ideal candidate should have a strong background in administrative tasks, excellent customer service skills and the desire to work with the community of Faro.

General Duties

1. Assist Recreation Manager and Programmer in writing funding reports.
2. Prepare monthly deposits from the Recreation Centre, Arena and Pool.
3. Supervise programming, and facilities.
4. Create and publish the monthly calendar of events and other routine programming guides.
5. Assists with special events supervision as required.
6. Ensure that all safety standards under the Occupational Health and Safety Act and pursuant to regulations are adhered to, including protective equipment and clothing. This will require a good working knowledge of the Act and Regulations. All duties are to be performed within the Town Policies and Procedures and WHMIS guidelines.
7. Ensure that facilities are maintained to ensure a safe, clean and appropriate environment for recreational activities.
8. Other duties as assigned

Must be willing and able to work weekends and evenings. The incumbent should be willing and able to chaperone overnight out of town special events such as youth and seniors trips. Benefits as per union agreement.

Desired Qualifications:

1. Demonstrated work experience in Recreation or administration
2. Valid Class 4 Yukon Driver's License or be willing to obtain and clean drivers abstract
3. Standard First Aid & CPR
4. Computer skills (excel, Microsoft word, publishing, social media)
5. Excellent people skills; ability to work interactively with all populations
6. Incumbent will have to pass a security check

Please submit resumes along with covering letter by **5:00 pm on Friday July 28th 2017** the Faro Recreation Center Office or to the following address:

Town of Faro
Attn: Roger Bower, Recreation Manager
Box 580
Faro, YT Y0B 1K0
Phone: 867-994-2375
Fax: (867) 994-3154
E-mail: recreation@faroyukon.ca

Questions may be directed to the Recreation Centre at (867) 994-2375

Posted July 14th 2017