

JOB POSTING

POSITION:	Recreation Assistant - Permanent Full-Time
DEPARTMENT:	Parks and Recreation
RATE OF PAY:	\$26.47 per hour (40 hours/week)
POSTING DATE:	Friday, March 15, 2019
CLOSING DATE:	Monday, April 1, 2019 at 4:00 p.m.

JOB SUMMARY

Reporting to the Manager of Parks and Recreation, the Recreation Assistant is responsible for providing front line service and assists with the delivery of recreation programs, special events, projects and facility support within the Ucluelet Parks and Recreation Department.

Typical work week will be Sunday – Thursday between the hours of 9:00 am – 5:30 pm. Flex time to be mutually agreed upon when required to meet operational requirements.

DUTIES & RESPONSIBILITIES

- Carries out all duties that pertain to front line customer service, registration and bookings within the Ucluelet Parks and Recreation Department.
- Assists Recreation staff with the delivery of recreational programs/services.
- Assists with conference services.
- Assists with the set-up and delivery of Special Events.
- Carries out administrative duties including filing, website uploads, bookings and end of day procedures.
- Maintains Social Network operating systems with the Parks and Recreation Department and the District of Ucluelet.
- Assists the Parks and Recreation Department as required.

QUALIFICATIONS:

- Minimum completion of Grade 12 or equivalent.
 - Computer/data entry skills including Microsoft Office Applications, Social Networking and Publishing Programs.
 - Minimum 2 years' experience in Recreation, Special Events and/or customer service.
 - Acceptable Criminal Records check.
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Resumes and cover letters should be directed to the attention of:

Abigail Fortune, Manager of Parks & Recreation,
District of Ucluelet, Box 999, 200 Main Street, Ucluelet, BC V0R 3A0
E-mail: afortune@ucluelet.ca

For further information, contact the District of Ucluelet, at 200 Main Street, Ucluelet BC (Monday to Friday, between the hours of 8:30 am to 4:00 pm), or call 250-726-7744 ext 234.

The District of Ucluelet wishes to express our appreciation to all applicants for their interest and effort in applying for the position and advise that only those selected for an interview will be contacted.

DISTRICT OF UCLUELET

JOB CLASSIFICATION DESCRIPTION

TITLE: Recreation Assistant

DEPARTMENT: Recreation Ucluelet

JOB SUMMARY

Reporting to the Director of Recreation, this position provides administrative support and customer focused services as they relate to the delivery and coordination of recreational services.

The position is full-time (40 hours/weeks). The rate will be \$20/hour plus benefits as per the CUPE contract. Hours of operation to be determined.

Flex time to be mutually agreed upon for Recreation/Special Events if required.

DUTIES & RESPONSIBILITIES:

- Performs a variety of clerical tasks including, but not limited to maintenance and cataloguing of inventory, filing, writing correspondence and basic reports, photocopying and meeting preparation.
- Performs duties as receptionist including, but not limited to facility bookings, program registration, accepting incoming mail and deliveries, processing the mail and opening/closing duties.
- Performs cashier duties including, but not limited to receiving and processing payments and preparing cash receipt entries for deposit.
- Assists Recreation staff with the delivery of recreational programs/services, including but not limited to tracking of program registration, creation of class lists, follow-up phone calls for programs and handling general program inquiries.
- Assists Recreation staff with set up and delivery for special events.
- Oversees key tracking, room bookings and sign out systems.
- Answers incoming calls and front desk inquiries and provides general information to the public.

- Assists with the production of promotional material including posters, flyers, advertisements and brochures.
- Assists with research and delivery of grants.
- Assists with updating and maintaining Recreation Department information on the District's website or related websites as needed.
- Deals with Recreation Ucluelet's general email and registration inquiries.
- Provides assistance to the Director of Recreation, the Recreation Programmer, Instructional Staff, volunteers and other departments as required.
- Performs other related duties as required.

REQUIRED KNOWLEDGE, ABILITY and SKILL

- Minimum completion of Grade 12 or equivalent.
- Minimum 2 years experience and knowledge in customer service and office procedures.
- Excellent written and oral communication skills.
- Strong computer/data entry skills, including Microsoft Office applications, Internet, and publisher. Familiarity with graphic design platforms an asset.
- Ability to work with minimal supervision and be self-motivated.
- Strong ability to meet tight deadlines and competing priorities and ability to be flexible.
- A highly collaborative team player.
- Ability to maintain effective working relationships with a variety of internal and external contacts.
- Preference given to candidates with training, workshops or courses in recreation, Special Events and/or customer service.
- Good working knowledge of the local community is an asset.

REQUIRED LICENSES and CERTIFICATES:

Possession of a valid class 5 British Columbia Drivers License

Successful Criminal Record Check

Approved: _____ Date: _____
Chief Administrative Officer