



**District of Taylor
Summer Employment Opportunities
Recreation Attendants**

Are you a highly motivated, enthusiastic, and dedicated individual seeking summer employment that will expand your skillset and knowledge?

The District of Taylor is inviting students from the Taylor area to apply for the position of Recreational Attendant.

Ideal candidates are aware of and dedicated to working safely according to applicable standards, policies, and procedures, work effectively in team environments, are able to communicate in a professional and courteous manner with customers and team members, have strong collaboration and interpersonal skills, have excellent communication skills with the ability to interpret both verbal and written instructions, maintain a positive attitude in a fast-paced work environment, stays on task, and are able to work efficiently with little supervision. For a complete job description please visit the Careers page at www.districtoftaylor.com.

Scheduled hours of work will be Tuesdays, Thursdays and Saturdays from 10:00am – 1:00pm. Starting July 1, 2023 and ending August 31, 2023. Wage rates will vary between \$16.75 - \$18.24 based on previous experience.

With your resume, please provide a cover letter that articulates how your skills and abilities make you an ideal candidate. **Please include the job title, Recreational Attendant, on your cover letter.**

This job posting will remain open until all available positions have been filled.

Please address your application to Recruitment and email to: recruitment@districtoftaylor.com

District of Taylor
PO Box 300
Taylor, BC V0C 2K0
Phone: (250) 789-3392

The District of Taylor thanks all applicants for their interest in this position; however only applicants selected for position interviews will be contacted.



DISTRICT OF TAYLOR

Recreation Attendant

Job Description

Title: Recreation Attendant

Date: June 6, 2022

Department: Community Services

Job Category:

Reports To: Recreation Programmer

Job Number:

Interacts With: Community Services, Event Participants, Public

Wage:

General Summary:

Under the direction of the Recreation Programmer, the Recreation Attendant interacts with recreation users, run play in the park family activities, assist with the implementation of programs and execution of special events with the goal of providing a fun and safe experience for all participants.

Primary Duties and Responsibilities:

General

- Provides excellent services to the community, ensuring professional, friendly, and efficient interactions with community members
- Present and maintain a professional, positive and tactful attitude when dealing with internal and external stakeholders. Supports and champions the activities of a respectful workplace
- Understands, complies and reinforces the District of Taylor policies, programs and guidelines applicable to the department
- Actively engaged in appropriate, accurate, timely, and transparent communication flow with stakeholders (both internally and externally) to ensure accurate information is shared on an ongoing basis

Health and Safety

- Awareness of and dedication to working safely according to applicable standards, policies, and procedures
- Maintain calm, approachable, and professional manner at all times, taking on leadership role in emergency situations and as required
- Ensures appropriate precautionary safety measures are in place for each planned event and community activity
- Responsible for the First Aid kits for events. Ensures kits are properly supplied and available as needed.

Recreation and Leisure Programs

- Acts as a District ambassador interacting with recreation and leisure users and providing assistance as needed
- Assists with cleaning, maintaining and organising recreational facilities and equipment

- Assists with the successful implementation of scheduled community programs and events

Requirements and Qualifications:

Education and Experience:

- 16 years of age or older
- Level 1 First Aid
- Other combinations of education and experience may be considered

Knowledge, Skills, and Abilities:

- Able to exercise sound judgment in the interpretation and application of related regulations, policies and procedures
- Respectful and clear communicator. Able to promote positive relations between the District and the community (including media and outside organizations)
- Exceptional interpersonal skills to effectively resolve customer, operational, and personnel problems as well as make positive connections with the public
- Able to maintain satisfactory energy levels for duration of programming
- Safety conscious
- Able to comfortably take on informal leadership role in high-stress situations
- Excellent personal judgement and quick thinking in high-stress situations
- Creative thinker, able to plan and execute enjoyable games and activities for participants

Other Requirements:

- Completion of a Criminal Record Check (Including vulnerable sector)
- Legally entitled to work in Canada



Working Conditions (environmental conditions, physical demands, travel, etc.):

- Generally 8:30 am-4:30 pm Monday – Friday, although, reflective of special events and scheduled recreation programs and/or services, the requirement for some evening, weekend, and holiday work exists
- General office conditions – ergonomic and eye strain considerations associated with desk and computer work
- Some outdoor requirements in varied weather conditions

Disclaimer:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Related duties, responsibilities and activities may be assigned at any time with or without notice.

Approval:

Moira Green	Chief Administrative Officer		June 9, 2022
Name/Title	Officer	Signature	Date
Ryan Galay, Director, Community Services		June 9, 2022	Date
Name/Title	Signature	Date	