



# 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:**

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#### **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

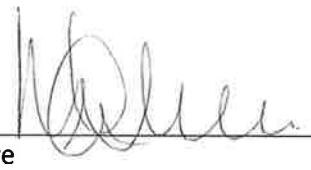

**Working Conditions (environmental conditions, physical demands, travel, etc.):**

- 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		Signature	Date
Ryan Galay, Director, Community Services			June 9, 2022
Name/Title		Signature	Date