

TOWN OF NIVERVILLE

POSITION TITLE:	RECREATION CAMPUS STAFF
REPORTS TO:	RECREATION FACILITY MANAGER
JOB TYPE:	PART TIME (8-25 HOURS PER WEEK)

POSITION SUMMARY

The Recreation Campus Staff is the first point of contact for visitors to the Community Resource and Recreation Centre. The Recreation Campus Staff attends to visitors and deals with inquiries on the phone, email and face to face and supplies information regarding the building to the public. The Recreation Campus Staff will also be responsible for taking payment for rentals, memberships, and programs. Campus Staff will also have the opportunity to plan and implement programs.

GENERAL ACCOUNTABILITIES

1. Reception/Customer Service.

- Answering phones in a professional manner, and routing calls, as necessary.
- Greet people and direct them to appropriate area.
- Communicate important building events / information to the building as required.
- Taking payment for rentals and memberships.
- Assist in day to day scheduling as required.
- Administrative duties

2. Facility.

- Preparation of courts and flex space when required.
- Performing cleaning tasks throughout the facility.
- Monitors court attendant schedules and usage, reporting incidents when necessary.
- Maintain inventory of equipment rooms, storage areas and kitchen, make sure spaces are clean and easily accessible.

3. Programming.

- Implement programs, such as afterschool programs, preschool programs, and drop-in sports for youth.
- Opportunity to plan new programs & special events.

4. Other Duties.

- Perform other duties as assigned by the Recreation Facility Manager.

TECHNICAL COMPETENCIES

- ✓ Practical knowledge and experience in computer systems for business/recreation applications.
- ✓ Child Abuse Registry and Criminal Record Check must be completed prior to employment and maintained throughout employment.
- ✓ Abilities in public speaking & interpersonal communication.