

THE MUNICIPALITY OF LEAMINGTON
RECREATION DEPARTMENT-JOB DESCRIPTION

<u>POSITION:</u>	Charge Supervisory Staff
<u>DEPARTMENT:</u>	Leamington Recreation Department-Administration
<u>CLASSIFICATION:</u>	Part-time Casual Staff
<u>REPORTS TO:</u>	Recreation Facility Coordinator
<u>HOURS:</u>	Part-time and Supply positions available (includes evening and weekend hours)
<u>SALARY:</u>	\$13.27 to \$14.98 per hour
<u>QUALIFICATIONS:</u>	<ul style="list-style-type: none">• Strong communication, customer service, organizational and decision-making skills.• First Aid and Level "B" C.P.R. required.• Education: University/College level with an interest in recreation or fitness and/or physiology and/or business administration.• Past experience working in a fitness facility would be an asset.

TASKS & RESPONSIBILITIES:

1. Welcome and greet all guests to the facility and ensure all their recreational needs are met.
2. To supervise all staff in the facility including scheduling of replacement staff and addressing minor disciplinary situations.
3. To be responsible for all guest in the facility including addressing of any complaints or disciplinary situations.
4. To address any emergency situations in the facility including notification of ON CALL staff, appropriate documentation and follow-up as required.
5. Must be familiar with all facility programs and policies as the supervisor on duty.
6. Responsible for ensuring that all facility rentals set-ups are ready prior to the event occurring addressing last minute needs of the various groups renting the facility to ensure all their recreational needs are met.
7. Keeping the Reception Desk area in a neat and tidy manner reflecting a positive first impression to guests entering the facility.
8. Be familiar with WHMIS regulations and observe all Health and Safety Policies and Procedures of the Municipality of Leamington.
9. Other duties as assigned by the Recreation Facility Coordinator.

****Note:*** Will be required to submit a current Police Clearance Check prior to hire when requested by municipal staff.