

**THE MUNICIPALITY OF LEAMINGTON**  
**RECREATION DEPARTMENT-JOB DESCRIPTION**

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**POSITION:** Reception Desk Staff

**DEPARTMENT:** Leamington Recreation Department-Administration

**CLASSIFICATION:** Part-time Casual Staff

**REPORTS TO:** Recreation Marketing Coordinator

**HOURS:** Part-time and Supply positions available (includes evening and weekend hours)

**SALARY:** \$10.93 to \$12.02 per hour (2008 wages)

**QUALIFICATIONS:**

- Strong communication, customer service, organizational and decision-making skills.
- First Aid and Level "B" C.P.R. required.
- Education: Secondary School or 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. Provide assistance to guests regarding Recreation Services and Community Services through in-person or telephone inquiries.
3. Register guests for instructional programs, memberships and single visits, Point of Sale items and facility scheduling.
4. Receipt all transactions such as programs, memberships, single visits, Point of Sale items and facility scheduling.
5. Dispense and receipt rental equipment such as racquets, balls, etc. as well as re-sale items.
6. Keeping the Reception Desk area in a neat and tidy manner reflecting a positive first impression to guests entering the facility.
7. Be familiar with WHMIS regulations and observe all Health and Safety Policies and Procedures of the Municipality of Leamington.
8. Other duties as assigned by the Recreation Marketing Coordinator and/or Recreation Facility Coordinator.

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

Interested candidates are invited to submit a resume, in confidence, quoting file COMMRECEPT-DESK to:

Human Resources Officer  
Corporation of the Municipality of Leamington  
38 Erie Street North  
Leamington, Ontario N8H 2Z3  
Fax (519) 326-2481  
e-mail: [prussell@leamington.ca](mailto:prussell@leamington.ca)

*Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O 2001, and will be used only for the purpose of determining eligibility for employment. **The Municipality of Leamington is an Equal Opportunity Employer.***