

## City of Pembroke

### **Facilities Supervisor (Student) Job Summary**

Parks and Recreation Department

Reporting to the Recreation Programmer and/or Program Assistant

Rate of Pay – \$20.00 per hour

### **Education, Skills, Abilities**

1. Minimum of eighteen (18) years of age;
2. Strong Swimmer and comfortable around water;
3. Current First Aid and CPR level “C” certification;
4. Must display effective interpersonal, communication and customer service skills;
5. Must have and maintain a valid Ontario Driver’s License and use of own reliable vehicle;
6. Boating experience as asset;
7. Capable of operating a cash register, handling cash, deposit slips and bank deposits;
8. Self-motivated and able to work with minimal supervision;
9. Education or experience and/or education in Recreation or Public Relations or Communication an asset.

### **Responsibility:**

Reporting to the Recreation Programmer/Program Assistant, to supervise and provide direction to the summer staff in planning, organizing and completing the varied administrative and maintenance functions required at the Pembroke Marina and Riverside Park. Ensure that all policies, procedures and guidelines are adhered to in order to provide safe and enjoyable facilities for all patrons. Act as Tourism Ambassador, welcoming visitors and the public in a friendly and courteous manner and to provide tourist information when requested.

### **Duties:**

1. Organize and attend all training/orientation sessions;
2. Assist with the recruitment, training, supervision and evaluation of staff and volunteers;
3. Responsible for all necessary administrative duties pertaining to the parks, including developing and implementing staff work schedules, verification of staff time sheets for payroll, ensuring that adequate supplies and forms are available for all operations, including appropriate cash float levels on a daily basis, etc.;
4. Supervise staff in the administration and maintenance of the marina, riverside park and its facilities;
5. Deal with problems/issues arising at either facility, including those involving staff, visitors and facility operations.

6. Conduct weekly staff meetings and be a resource person to your staff;
7. Carry out routine facility and ground inspections to ensure proper level of maintenance;
8. Recommend improvements for the betterment of the facility;
9. Conduct and prepare employee job evaluations;
10. Must embody a strong customer service focus and public relations image toward the general public; be capable of providing information regarding points of interest and summer activities within the City of Pembroke and surrounding areas.
11. Perform any other related duties as may be required or assigned by your supervisor.
12. Provide a detailed report and evaluation of the program at the end of the season.

**Hours of Work:**

Forty (40) hours per week, various shifts and hours; including evenings, weekends, special events and statutory holidays.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this position.

As a condition of employment, candidates must maintain a valid Ontario Driver's License in good standing and will be required to sign a Confidentiality Agreement. Candidate must supply their own personal CSA approved steel-toed work boots and work pants.