

City of Pembroke

Recreation Aide (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. Current First Aid and CPR level "C" certification is an asset;
3. Must display effective interpersonal, communication and customer service skills;
4. Capable of operating a cash register, handling cash;
5. Self-motivated and able to work with minimal supervision;
6. Capable of operating all equipment for special events and recreation programming and have basic maintenance skills.

Responsibilities

Under the direction of the Recreation Programmer/Program Assistant, the Recreation Aide will efficiently carry out the day to day requirements for the orderly administration, maintenance and assistance with special events and recreation programming. Act as a Tourism Ambassador, welcoming visitors and the general public in a friendly and courteous manner and to provide tourist information when requested.

Duties

1. Assist with special event and recreation program duties;
2. Supervision and implementation, set up of recreation programs for program participants;
3. Maintain accurate records of all recreation programming and help schedule participant vacancies;
4. Provide weekly updates of participation feedback to your Supervisor;
5. Ensure program area is clean, free of debris and safe for a public audience to enjoy any and all programming;
6. Handle cash and telephone calls;
7. 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.
8. Perform any other related duties as may be required or assigned by your supervisor.

Hours of Work:

Average (40) hours per week, various shifts and hours; including evenings, weekends, and statutory holidays. Scheduled shifts will include preparation time as required for upcoming special events and recreation programming

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 sign a Confidentiality Agreement.