



Township of Champlain

Parks and Recreation Department Job Description

- JOB TITLE:** Part-time Recreation Assistant
(12 month contract with possibility of renewal)
- REPORTS TO:** Director of Parks and Recreation
- SUBORDINATE POSITIONS:** None

POSITION SUMMARY:

Reporting to the Director of Parks and Recreation, this position is located at the Vankleek Hill Community Centre. The Recreation Assistant is responsible for supporting the Recreation Coordinator and management of all recreation facilities in order to provide clean and safe opportunities for sport and recreation and promote a healthy lifestyle for all community residents. This will include various administrative duties which involve moderately complex clerical work in which multi-tasking is required. As a first point of contact with the public, this person must exercise good personal judgment and apply ingenuity to challenges which are encountered. Must be able to work alone.

RESPONSIBILITIES:

1. Performs clerical and administrative duties for the Parks and Recreation Department. Duties include composing and typing of correspondence, coding and tracking of all incoming bills, answering phones, preparing invoices, collecting payments, preparing contracts and reports, and meeting with clients.
2. Assists with planning and developing recreation programs in order to ensure that activities and events are made available for all community members. Main activities include:
 - Ensuring a variety of sport, recreation and cultural programs are planned and implemented;
 - Sourcing, purchasing and storing fitness equipment, along with room set-ups;
 - Ensuring recreation information is available and;
 - Evaluating the effectiveness of programs and identify areas where new programs are needed.

REQUIRED SKILLS:

- Proficiency in written and oral English and French at the advanced level.
- A secondary school diploma.
- Two (2) or more years experience in an office and/or recreation environment.
- Proficient with Microsoft Office including Excel and Word.
- Strong communication skills and ability to appropriately deal with a number of different target populations.
- Ability to work alone or as part of a team.
- Experience with and understanding of effective advertising and promotional techniques.
- Valid driver's license & access to personal vehicle.

ASSET QUALIFICATIONS:

- Experience in municipal government.
- Knowledge in Adobe Illustrator and Photoshop.
- Social media skills.

WORKING CONDITIONS:

- This position is required to do considerable sitting, standing, bending, stooping, walking, pushing, reaching, climbing and lifting of objects weighing up to 20 pounds unassisted.
- Position is based on a 22.5 hour week from Monday to Friday but may at times increase due to special events.



This opportunity is possible thanks to the Government of Ontario.