

**CITY OF CORNER BROOK
CAREER OPPORTUNITY**

RECREATION WORKER (TEMPORARY – PART TIME)

The City of Corner Brook is presently accepting applications for the Temporary position of **RECREATION WORKER** with the Department of Community, Development and Planning.

DUTIES: This position will report to the Supervisor of Recreation Services or her designate and will be located at the Civic Centre Studio. The Recreation Worker will be responsible for responding to general inquiries from various facility users and the public, permitting access to various areas and equipment in the recreation facilities and ensuring all facility regulations are adhered to.

The successful candidate will be responsible for overseeing the recreation areas, ensuring patrons follow facility rules and procedures, and ensuring the facilities are clean and properly secured upon closing. Along with this, the recreation worker will monitor events, interact with event organizers, respond to and answer queries on facility operations, and maintain a rapport with user groups and patrons. The recreation worker will be responsible for running and overseeing various programming and events, maintaining equipment records, completing action reports, damage/loss reports, and producing written reports on facility activities, accidents and incidents. The successful candidate will provide various administrative and receptionist functions such as managing bookings, answering telephone enquiries, and handling cash. All duties will be carried out in accordance with City policies and procedures.

QUALIFICATIONS: The successful candidate must possess a high school diploma or equivalency, valid Standard First Aid, CPR Level C and AED, and a clear Certificate of Conduct and Vulnerable Sector Screening. This position requires a candidate with excellent communication skills, proficient computer skills (Microsoft Word, Excel, and Outlook), and an excellent ability to work independently as well as a team member. The successful candidate must be capable of lifting approximately 25lbs and carry out set-up and tear-down of programming. Candidates possessing courses in recreation and/or experience in a recreation facility would be considered an asset.

CLASSIFICATION: Non-Union
SALARY: \$14/hr for approximately 20 hours per week
COMPETITION NO: 2016-31
CLOSING DATE: October 31, 2016

Please submit résumés **giving complete details of qualifications** on or before **Monday, October 31, 2016** and forward to: Human Resources Office, City of Corner Brook, P.O. Box 1080, Corner Brook, NL, A2H 6E1; Fax # 637-1627; E-mail hr@cornerbrook.com

The City of Corner Brook thanks all applicants for their interest; however, only those selected for an interview will be contacted.