



CAREER OPPORTUNITY

Position Title:	Recreation Worker & Facilities Host
Competition Number:	2024-39
Department:	Department of Recreation Services
Employee Group:	Non-Union
Salary:	\$17.50 per hour
Closing Date:	Will remain open until position is filled

The City of Corner Brook is presently accepting applications for the position of **Recreation Worker & Facilities Host** with the Department of Recreation Services.

As a member of the Recreation Services Team, you will respond to general inquiries from facility users and the public. You will act as a first point of contact for various programs and events and offer a welcoming, friendly, and positive attitude. Work will take place from various City facilities/locations so reliable transportation is a must. You will have exceptional customer service and troubleshooting skills and will have the ability to work under pressure and with deadlines.

To be successful in this position you will ensure events are monitored closely for appropriate use of the facilities and/or equipment as well as the safety of patrons/participants. You will directly deal with issues as they arise and answer any queries regarding the facility and/or the program. You will be capable of working both independently and as a member of a team. You will be experienced with customer service and troubleshooting and comfortable with relaying information and communicating with all stakeholders and user groups. You will perform set up and tear down functions for programs and events, carry out safety inspections of equipment, and ensure that equipment is maintained, cleaned and in safe and proper working order. You will be responsible for minor administrative functions which may include reporting damage and/or loss equipment, reporting incidents/accidents, managing bookings, handling cash, etc.

The successful applicant must have customer service experience and/or experience working with volunteer groups, community organizations and/or youth groups. Be capable of lifting 50lbs on an occasional basis and have demonstrated proficiency in verbal and written communication skills. As the Recreation Worker & Facilities Host you will have a high level of accuracy and attention to detail and be computer proficient.

Candidates must provide a clear criminal code of conduct and vulnerable sector check.

Please refer to the attached Job Description for a comprehensive list of job duties and qualifications.

Please submit résumés **giving complete details of qualifications** to the Human Resources Office, via E-mail at careers@cornerbrook.com

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