

## Recreation Attendant

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Location: Pemberton and District Community Centre

Part-time, Permanent position (please see details about hours below)

### Summary:

The Recreation Attendant will be the first point of contact with customers and community members visiting the Pemberton and District Community Centre while playing an active role in the planning and supervision of child and youth programs, including the Afterschool Program, Camps, and Youth Centre supervision.

### Responsibilities:

- Lead, supervise, and engage with participants in program activities.
- Follow policies and procedures relating to supervision of children and youth.
- Maintain a controlled environment and encourage co-operation, problem solving and conflict resolution.
- Communicate with guardians regarding children's participation.
- Complete regular perimeter checks during youth center supervision.
- Support youth and share knowledge of local resources as needed.
- Assist with program planning, and ensure the development of safe, fun, and age-appropriate activities.
- First point of contact for customers and community members visiting the Pemberton and District Community Centre.
- Provides information to the public and others over the telephone or at the counter, referring difficult or unusual problems to a supervisor.
- Provides registration services in person and over the phone.
- Maintains customer database and client records.
- Supports room set-up and takedown for programs and rentals.
- Proactive and regular cleaning and sanitization of facilities.
- Perform other related duties as required.

### Skills and Experience:

- Ability to build rapport with participants, guardians, co-workers, and customers.
- Some knowledge of program leadership and instruction of children.
- Some knowledge and ability of how to deal with childhood issues such as bullying.
- Maturity to work independently, use sound judgement, and make confident decisions relating to program safety, policies, and procedures.

- Previous experience working with children with complex needs an asset.
- Previous experience supporting youth.
- Basic computer literacy and knowledge of office applications.
- Some independence in judgement is taken in performing the duties of the position.
- Experience working in a busy customer service environment an asset.
- Satisfactory vulnerable sector check.
- Emergency First Aid and CPR Certificate an asset.
- Responsible Adult Course an asset.
- High Five training an asset.
- Food Safe Certificate an asset.

**Emergency Operations Responsibilities:**

All persons employed by the Village of Pemberton will be required to assist the Village in providing emergency services. Duties assigned during an emergency may differ from regular duties.

**Hours of Work:**

We're ideally looking to find an individual who could fill one of the three options below. If you're still interested but can't quite make the schedules below work, please feel free to reach out, we could have other opportunities available to better fit your needs!

	<b>Option 1</b>	<b>Option 2</b>	<b>Option 3</b>
<b>Sunday</b>	Off	Off	Off
<b>Monday</b>	Off	Off	14:30 – 18:00
<b>Tuesday</b>	14:30 – 18:00	14:30 – 18:00	14:30 – 18:00
<b>Wednesday</b>	14:30 – 18:00	14:30 – 18:00	14:30 – 18:00
<b>Thursday</b>	14:30 – 18:00	14:30 – 18:00	14:30 – 18:00
<b>Friday</b>	14:30 – 23:00	14:30 – 23:00	Off
<b>Saturday</b>	14:30 – 23:00	12:30 – 17:30	14:30 – 23:00