



## MUNICIPALITY OF SOUTH DUNDAS

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### RECREATION AND LEISURE STUDENT

<b>Job Title:</b> Recreation and Leisure Student	<b>Department:</b> Parks and Recreation
<b>Reports to:</b> Recreation and Leisure Supervisor	<b>Approved by:</b> Council
<b>Wage Level:</b> \$15.60/ HR	<b>Status:</b> Seasonal, May-October (22 Weeks) 3 Positions Available

#### **Position Profile:**

Reporting to the Recreation and Leisure Supervisor, The Recreation and Leisure Student is responsible for assisting with the operations and maintenance of the Galop Canal Marina and Iroquois Municipal Campground while promoting tourism in South Dundas. Work must be executed with exceptional attention to detail, minimal supervision, and a high level of professionalism and customer service.

#### **Key Duties/Responsibilities/Activities:**

- Assistance in general maintenance including maintaining gardens, walkways, and buildings.
- Daily site maintenance and clean-up
- Daily cleaning of washroom facilities, recreational area, laundry room, office, and kitchen
- Cash Receipting
- Campsite and Marina slip bookings
- Garbage and recycling collection
- Special events assistance and cleanup including moving picnic tables, barricades, and garbage containers for the facilities.
- Painting equipment including picnic tables, benches, buildings, and safety features etc.
- Building maintenance including cleaning, painting, and exterior cleanup
- Develop and Organize recreational programming such as crafts, card tournaments, and other activities for the campsite.
- Assist boaters with fuel sales and pump outs at the marina.

- Perform other duties as directed by the Manager of Parks and Recreation

**Working Conditions:**

- Considerable periods of standing and/ or walking in the field will be required.
- May be subject to inclement weather and/or weather extremes during the discharge of responsibilities.
- Hours will range from 8:00 am until 8:00 pm Monday-Sunday.

Must have proof of double vaccination against the COVID-19 virus as per the Municipality's Vaccination Policy 3-29.

**Education/Experience/Aptitudes:**

- Currently enrolled in full-time studies; and returning to full-time studies in the following school term.
- Relevant work experience in cash handling would be an asset.
- First Aid and CPR Certification would be an asset.
- Experience with fuel sales would be an asset.
- Pleasure Craft Operator license would be an asset.
- Must be able to perform job related duties which include lifting, carrying, pushing, and pulling heavy objects.
- Must be able to lift and carry up to 20 kgs.
- Able to perform constant standing, walking, bending, and crawling.
- Experience operating types of hand and power tools and motorized equipment, such as lawnmowers, and power trimmers, is an asset.
- Must demonstrate the ability to work without supervision.
- Must be observant and attentive to detail.
- Must be able to understand and adhere to the Occupational Health and Safety Act and Municipal Health and Safety policies and procedures.
- Must be highly motivated to work both independently and within a team environment.
- Must be courteous and tactful in dealing with staff and the public.
- Must have excellent public relations and communication skills.

**Note:** *This job description is meant to describe the general nature and level of the work being performed; it is not intended to be construed as an*

*exhaustive list of the responsibilities, duties and skills required for the position.*

**Application Deadline:**

The Municipality of South Dundas is an equal opportunity employer and encourages applications from all qualified individuals. During the recruiting process, accommodation for applicants with disabilities is available upon request.

Applications will be accepted until May 16, 2021, at 4:00 pm. Please send resume to [hr@southdundas.com](mailto:hr@southdundas.com). We thank all candidates for their interest, however, only those selected for an interview will be contacted. No telephone calls please.

Personal information submitted will be used for the sole purpose of this competition. It is collected under the authority of *The Municipal Act, RSO 2001*, and will be used in accordance with *The Municipal Freedom of Information and Protection of Privacy Act* for employment purposes.