



## Job Description

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| <b>Job Title:</b> Parks, Recreation and Facilities Administrative Assistant (Student) | <b>Department:</b> Parks, Recreation & Facilities |
| <b>Reports to:</b> Director of Parks, Recreation & Facilities                         | <b>Wage Level:</b> \$17.50 - \$20.50              |

**Job Summary:** This position of Parks, Recreation and Facilities Administrative Assistant provides support to support the operations of the department under the direction of the Director and Coordinators.

### Duties & Responsibilities:

- Coordination and management of the Municipal Lending Library program
- Support all aspects of departmental operations with regards to camps and recreation programming and parks and facilities administrative tasks
- Aide in the coordinator of Municipal Campground and Marina operations with the Supervisor to ensure that bookings, finances, and scheduling is organized
- Liaison with various user groups and stakeholders in the community to aide in the organization of recreation and various events in Municipal parks and facilities
- Special events setup and cleanup including moving picnic tables, barricades, and garbage containers for the facilities
- Handle filing, archiving, correspondence, faxing, scanning, preparing, and distributing documents, and photocopying
- Preparation, proofreading and editing of documents as required within the Parks, Recreation and Facilities
- Responsible for supporting field Staff with conducting general maintenance work:
  - Seasonal parks maintenance,
  - Recreational facility maintenance
  - Emptying garbage cans, litter pickup, and other facility cleaning,
  - Painting and maintaining various parks and facilities equipment (benches, tables, garbage cans etc.),
  - Aide with completion of minor upgrade/repair projects
- Perform all other duties as assigned
- Follows all guidelines for employees and employers as legislated under the *Ontario Occupational Health and Safety Act*.

### Skills & Knowledge:



- Knowledge of Microsoft Office Suite and ability to stay current with new technology
- The candidate should have analytical skills and oral/written communication skills
- Ability to prioritize tasks based on schedules and demand
- Ability to interact effectively and courteously with all levels of staff and public service in a customer service focused environment
- The ability to work independently and in a team environment
- Must be able to perform job related duties which include lifting, carrying, pushing, and pulling heavy objects- up to 20 kgs
- Strong communication skills (written, oral and interpersonal), research, organizational, customer service and time management

**Education & Experience:**

- Must possess and maintain a valid Class “G2” driver’s license.
- Training in a relevant field Horticulture, Carpentry, or Recreation etc. would be an asset
- Currently enrolled in full-time studies; and returning to full-time studies in the following school term

**Work Environment:**

This position will be 5 shifts per week Monday to Sunday 8:30 am – 4:30 pm. Must be physically fit to perform the essential duties of the job.

*This job description is intended to summarize the responsibilities of the job and is not a comprehensive list of all duties to be performed.*