



Job Description

Job Title: Parks, Recreation and Facilities Administrative Assistant (Student)	Department: Parks, Recreation & Facilities
Reports to: Director of Parks, Recreation & Facilities	Wage Level: \$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.