



THE MUNICIPALITY OF THE COUNTY OF RICHMOND
LA MUNICIPALITÉ DU COMTÉ DE RICHMOND

POSITION: **Recreation Program Assistant (1 positions available)**

LOCATION: The Municipality of the County of Richmond

SALARY: \$17.50/hour - 35 hours per week for 10 weeks

*Reporting to the Director of Community Development and Recreation, the **Recreation Program Assistant** helps plan, and deliver recreation programs for Richmond County. The role involves working as part of a team and travelling within the county and nearby communities as needed. Based on a 35-hour work week, this position will require the candidate to work evenings and weekends.*

RESPONSIBILITIES:

- Supports the Staff with facility scheduling, program confirmation and facility set-up plans.
- Monitors and maintains inventory of program equipment and supplies and sources and purchases when required
- Support summer staff with the delivery of programming and activities
- Responds to telephone inquires/e-mails, troubleshoot and problem-solve issues
- Assist with promotion of programs through various social mediums
- Supports data monitoring of programming numbers for registered and drop-in programs, cancel/combine/add if required
- Assists with registration enquires, customer service, waitlist management
- Participate in community events
- Actively develop and maintain relationships with community partners
- Other responsibilities as designated by the staff of the Recreation Department

REQUIREMENTS:

- Strong communication skills, interpersonal skills and organization skills
- Valid certification in Standard First Aid and CPR (C)/AED preferred
- Able to work flexible hours
- Able to work under minimal supervision
- WHMIS/OHS certificates (will provide training)
- First Aid/CPR (will provide training)
- Valid drivers license and access to reliable transportation
- Vulnerable Sector/Criminal Record Check
- Child Abuse Registry Check

Email resume to recreation@richmondcounty.ca

Deadline to apply is Thursday, May 14 at 2:00 pm.