



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

POSITION: Recreation Program Assistant

LOCATION: The Municipality of the County of Richmond

SALARY: \$17/hour - 35 hours per week for 15 weeks

Reporting to the Recreation Manager, the Recreation Program Assistant supports the planning, development and delivery of recreation programs and services for Richmond County. The candidate will work within a team environment to ensure programming is meeting the needs of the County.

RESPONSIBILITIES:

- Works with Staff to plan culture programs and services
- 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
- Assist with the supervision to participants, part time staff and volunteers.
- Responds to telephone enquires/e-mails, troubleshoot and problem-solve issues
- Helps in the program integration and support required of special needs participants and one on one support structures (staff to participants)
- Assist with promotion of programs through various marketing 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
- Assist with the purchasing of program equipment and supplies
- Participate in community events
- Actively develop and maintain relationships with community partners
- Other responsibilities as designated by the staff of the Recreation Department

REQUIREMENTS:

- Good 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 preferred
- Valid drivers license and access to reliable transportation

Please note that successful candidates, who are new hires and/or who have not performed in this position previously will be required to provide a satisfactory criminal record check, with vulnerable sector screening, dated within the last 30 days as a condition of employment.

****This position is funded by the Canadian Government under the Youth Employment and Skills Strategy Initiative (YESS). Applicants must meet the requirements of the funding agreement.***