



## **EMPLOYMENT OPPORTUNITY** **LAC LA BICHE COUNTY**

### **Activity Attendant Casual Position**

Activity Attendants provide general supervision and monitoring during drop-in activities/rentals, ensure user's safety and enjoyment of facilities and distributes and collects activity equipment upon request. This position is also responsible for enforcing facility rules, interpreting facility schedules to ensure proper equipment is set up and providing customer service and first aid as needed.

#### **Responsibilities:**

##### **Activity Monitoring/Supervision**

- Monitors activities of users during leagues, drop in and public times in fieldhouses and arenas;
- Enforces facility rules and conditions of use with users and rental groups;
- Sets up, cleans up and issues/collects sports and activity equipment accordingly;
- Initiates drop-in activities and provides engagement and direction to children during drop-in times in fieldhouses as available;
- Assists with facilitating events. Birthday parties, and programs as required;
- Reports facility and user concern to Community Recreation Supervisor;
- Understands and applies department policies and procedures;
- Assists in documenting statistics as requested by the Community Recreation Supervisor;
- Provides ideas, suggestions, and recommendations regarding programs, supplies, and equipment to the Community Recreation Supervisor;
- Other duties as assigned by Community Recreation Supervisor or designate.

##### **Safety responsibilities:**

- Conducts facility walk-throughs to ensure activity areas are safe for users and that users are adhering to the facility rules;
- Removes hazards, modifies, or relocates activities as necessary;
- Ensures equipment is in good working order by conducting regular physical checks;
- Notifies Community Recreation Supervisor when equipment is damaged and/or needs to be replaced;
- Ensures users are properly attired and are using equipment safely and properly;
- Follows safe work procedures and policies;
- Administers first aid treatment and emergency response procedures as required;
- Completes and submits incident/injury reports to Community Recreation Coordinator as needed;
- Attends monthly safety meetings as required and available.

**Customer Service:**

- Maintains a high level of positive and professional communication with patrons, participants, parents, user groups, and staff while adhering to Freedom of Information and Protecting of Privacy (FOIP);
- Actively promotes programs offered through the County in a creative and enthusiastic manner;
- Responds to inquiries, resolves concerns, and complaints in a tactful, professional manner seeking assistance from Supervisor when required;
- Communicates with and works in coordination with other County departments to ensure programs and events are successful.

**Qualifications:**

- Minimum 16 years of age;
- Current standard First Aid and CPR Certification;
- High Five-Principles of Healthy Child Development would be an asset;
- Valid class 5 Driver's License would be considered an asset;
- Previous experience in similar work setting is desired;
- Knowledge of municipal government and administration of public recreation facilities would be considered as asset;
- Knowledge of physical literacy as asset;
- Understanding of child development and behaviours would be an asset;
- Demonstrates an interest and caring attitude in working with children/public;
- Demonstrated ability to work well independently and as a part of a team;
- Ability to enforce rules and consistent standards for play;
- Ability to deal with a varied and busy work environment;
- Ability to work well with external customers, facility users, volunteers, off-site staff, etc. of all ages, backgrounds, and abilities;
- Strong verbal communication skills.

**Salary range: \$20.39 to \$29.57 hourly.**

- Competition number: 23-AA-19
- Closing date: Open until suitable candidate is found

***Candidates from this competition may be used to fill future vacancies at the same classification level within the next 6 months***

Interested candidates are invited to forward their resume in strict confidence to:

Attention: Human Resources

Lac La Biche County

Box 1679

Lac La Biche, AB T0A 2C0

Fax: 1-888-421-2533

Email: [hr@laclabichedcounty.com](mailto:hr@laclabichedcounty.com)

We thank all interested applicants; however, only applicants selected for an interview will be contacted.