

JOB DESCRIPTION

JOB TITLE: Program Assistant

DEPARTMENT: Recreation Centre

REPORTS TO: Recreation Centre Coordinator



POSITION SUMMARY

You will assume the role of Program Assistant, where you will assist in the development and execution of facility programs related to pool, fitness, lesson instruction and youth and senior's programming. You will be responsible for helping to develop a safe and productive workplace, through the enforcement of workplace policies and procedures. You will be required to also fill Desk, Lifeguard and Instructor roles.

DUTIES AND RESPONSIBILITIES

- Assist with the development of facility programming;
- Perform needs assessments and propose new program concepts;
- Work to develop community partnerships;
- Design, schedule and execute various fitness and water-based programs;
- Assist with special events and bookings;
- Assist with marketing and promotional activities;
- Perform Desk Attendant duties, including customer service, accepting payments, and monitoring patrons;
- Perform Lifeguard and Swim Instructor duties, including supervising bathers and facilitating swim lessons;
- Be responsible for the safety of customers and co-workers and follow emergency procedures;
- Other tasks, as assigned.

COMPETENCIES

- Must be 18 years of age or older;
- Current Red Cross Lifeguard Certification or willingness to obtain;
- Current Standard First Aid Certification;
- Current Water Safety Instructor Certification or willingness to obtain;
- WSI, ALG, LG Instructor Certification an asset;
- Must possess a fitness related certification and have experience in fitness programs;
- Highly positive and enthusiastic;
- Excellent communication skills;
- Must be friendly and courteous and be able to uphold a high level of customer service.

To apply, forward resume and cover letter to Gwyneth Carlson at Gwyneth.carlson@evolutionmining.com
