

JOB DESCRIPTION
MUNICIPALITY OF THE DISTRICT OF GUYSBOROUGH

Title: Chedabucto Lifestyle Complex Facility Attendant/Fitness Centre Office Clerk

Status: Permanent, Part-Time & Casual

Hours: Must be available evenings and weekends
Approximate Hours:
Weekdays: 6:00 am - 9:00 am and 2:00 pm - 9:00 pm
Saturday: 8:00 am- 4:00 pm
Sunday: 10:00 am- 4:00 pm

Reports To: Recreation Programmer & Facility Manager

General Responsibility: Responsible for the collection of membership fees, booking facility, dealing with the public who visit the Chedabucto Lifestyle Complex, answering inquiries, entry of data, word processing, marketing and registration of Municipal Recreation programs, light custodial CLC duties.

Maintains Liaison with: Municipal Recreation Director
Recreation Staff
Building Custodial Staff
Chedabucto Performance Centre Committee

Specific Responsibilities:

- 1) Collect membership fees and daily drop in fees, compile and deposit revenue
- 2) Assist members filling out membership application forms. Enter appropriate data into computer banks
- 3) Liaise with the public both by telephone, email and face-to-face inquiries
- 4) Create new membership cards and maintain membership files and databases
- 5) Open and close the building and ensure that appropriate security precautions have been followed
- 6) Instruct members in the proper use of fitness equipment
- 7) Implement periodic maintenance checks in the fitness centre

- 8) Enforce fitness centre rules
- 9) Carry out Chedabucto Lifestyle Complex custodial duties
- 10) Any other duties as may be assigned from time to time (recreational, administrative and custodial duties)

Qualifications:

This position requires an individual with excellent communication skills and the ability to deal directly with the public. Knowledge of and the ability to utilize computers and word processing is a requirement. The individual must be bondable and have the ability to deal with financial transactions. Related work experience in a Recreation or Fitness Center would be considered an asset. A current CPR and First Aid certificate is also a requirement.

SPECIFIC DUTIES

Chedabucto Lifestyle Complex Light Custodial Duties:

- Sweeping main foyer & Gymnasium floor
- Power scrubbing after school events or evening programming
- Chedabucto Fitness Center floor cleaning
- Washroom checks and cleaning

Chedabucto Pool Duties include:

- Membership management
- Collect admission fees
- Communicate with lifeguards
- Deal with emergencies and assist with medical and pool incidents
- Other related pool functions i.e. pool bookings and special events
- Enforce pool rules

Tennis Court Duties include:

- Maintain racket and ball log along with court booking
- Ensure lights are turned off during inclement weather
- Enforce court rules

Performance Centre duties include:

- Input of performances into database
- Provide information on current and upcoming events
- Cash and Credit card ticket sales
- Deposit sales revenue
- Deal with performer inquiries