

Date: Nov 5, 2010

Job Title: Recreation Cashier

Reports to: Director of Community Services

Positions Supervised: n/a

Position Summary:

- Provide reception, administrative, clerical functions for the Recreation Department

Key Job Duties

Program Development and Implementation:

- Reception
- Administrative/Clerical
- Setup and takedown of events, meetings, programs and activities
- Provide orientation to program registrants, instructors, user groups

Operations- Administration/Working Function:

- Respond to inquiries and provide information for Recreation programs, rentals, special events, municipal scheduling
- Provide a variety of administrative/clerical functions such as photocopying, cash receipting, daily deposits and refunds, maintain class, program and community group lists, filing, opening and sorting mail, record keeping, facility rentals, damage deposits and insurance
- Order office and recreation supplies, maintain inventory of childcare toys, art supplies, fitness equipment, check and code invoices from recreation contractors and suppliers
- Setup and takedown equipment for meetings and recreation programs such as arranging tables, chairs, projectors, provide gymnasium equipment for specific functions
- Provide information to program registrants and user groups such as recreation, policy and procedures safety regulations availability
- Maintain supplies and inventory for recreation kitchen and ensure user groups are informed of the use of equipment
- Provide post event check on status of equipment, supplies and facility
- Assist in organizing and supervising special events such as overseeing volunteers, event headquarters, provide traffic control, check on health and safety of participants, organize preparation and delivery of food and drink

Customer Service/Communications:

- Respond and resolve inquiries and complaints from members of the public and user groups
- Communicate District's Recreation events, special events and activities

Risk Management Health and Safety:

- Practice and adhere to Work Safe BC and District policies and procedures
- Educate participants and user groups regarding safe recreation habits and ensure all safety and proper procedures are followed
- Ensure contract staff adhere to safety procedures, and are proficient and effective in maintaining awareness and observing all fitness activities, dealing with participant and user group conduct, and responding to emergencies
- Identify hazards and areas of risk, and implement corrective measures, facility maintenance and repairs, and equipment replacement

Leadership and Supervisory:

- Provide supervision of recreation areas, ensuring proper behaviour, correct use of facility and participant awareness and adherence to District Recreation policies, procedures and code of conduct
- Participate as a team member ensuring high performance and service at the Recreation Department

Financial:

- n/a

Qualifications:

Education/Certification:

- High School Graduation
- Emergency First Aid level 1, CPR, Food Safe

Experience:

- Administrative and reception experience - 2 years or an equivalent combination of education, training and experience

SKILLS:

- Communicate effectively with employees, the public, contractors, ensuring effective Recreation program implementation
- Develop and maintain effective workplace relationships
- Demonstrate tact and diplomacy
- Plan and organize daily work
- Make effective decisions
- Skill, ability, knowledge of all functions detailed in the job description

Job Provisions:

- Maintain knowledge of computerized registration systems, administrative software and office technology
- Maintain a clean Criminal Record Check
- Maintain professional and technical requirements for the position