

<b>Job title</b>	<i>Maintenance and Program Coordinator</i>
<b>Regular Working Hours</b>	<i>Monday – Friday 8:00am-4:00pm</i>
<b>Reports to</b>	<i>Recreation Director &amp; Arena Manager</i>
<b>Employment Dates</b>	<i>Negotiable</i>
<b>Rate of Pay</b>	<i>Minimum wage + based on experience</i>

### **Job purpose**

- To assist the recreation director and arena manager with routine maintenance, field coordination and bookings, and to develop and facilitate summer sport leagues

### **Duties and responsibilities**

Job duties and responsibilities of the maintenance and program coordinator include, but may not be limited to, the following:

- Assist with maintenance of outdoor recreation facilities and playing fields including, but not limited to, mowing, maintaining baseball field, garbage removal, and outdoor restroom facilities
- Assist with off season maintenance and repairs at Glooscap District Arena including cleaning and painting
- Maintaining appearance and safety at the arena and outdoor facilities owned or maintained by Canning Recreation
- Coordinate booking of playing fields
- Advertise field and facility availability and encourage use and booking of spaces through community outreach and programming initiatives
- Develop and post emergency procedures at all playing fields/surfaces owned by Canning Recreation
- Inspect facilities/equipment, develop and submit daily report indicating any work/repairs completed, further intervention needed, etc
- Ensure all health and safety policies are adhered to
- Assist Recreation Director and other summer staff at Canning Recreation events
- Attending day camp if necessary for camper:leader ratio
- Attend day trip(s) with activity camp
- Submit end of term report to recreation director detailing skills learned/developed, experiences gained, and areas of future consideration

### **Qualifications**

Qualifications include:

- Some high school or post-secondary education
- Ability to work comfortably and autonomously within assigned job description
- Willingness to abide by safety rules and regulations at all times

## Requirements

- Must be between the ages of 15 – 30
- First aid/CPR certification\*
- Reliable transportation

\*training will be provided in the instance that successful candidate does not currently hold certification

## Working conditions

Although regular working hours are Monday – Friday 8:00am-4:00pm, the maintenance and program coordinator will work varied hours through the week and weekends to facilitate booking and program initiatives. Some work will be performed in an outdoor environment and as a result, the maintenance and program coordinator will be required to work flexible hours where required due to weather restrictions, etc. Maintenance and program coordinator will be required to work on Canada Day and occasional evening(s)/weekend(s) if events fall outside regular Monday-Friday working hours.

## Physical requirements

This job will be strenuous and physically demanding, may involve heavy lifting at times, although frequent rest periods are encouraged to offset demands of job.



Provided for reference only.

Always consult current legislation in your jurisdiction to create policies and procedures for your organization.