



JOB DESCRIPTION: Recreation Attendant

Reports to: Recreation Coordinator

Position designation: Part-time, non-managerial

Salary Range: \$17.60 - \$20.00 per hour

Hours: Monday – Thursday, 5:00 - 8:00pm and Saturdays, 9:30am-12:30pm. 15 hours weekly

Overview

The Manor Park Community Council (MPCC) provides recreational programs for adults and children as well as licensed childcare programs to the greater community. The MPCC is comprised of a Board of Directors, paid employees, and volunteers. Key programs include Before and After School in Manor Park, Manor Park Child Care Centre, Summer Day Camps, and a variety of sessional recreational activities. In addition, the MPCC organizes special events for the community such as Rock the Block, Pints in the Park and Skating Party.

The Manor Park Community Council is seeking a reliable and friendly Recreation Attendant to support the daily recreational activities at 1805 Gaspe, Manor Park Community Centre or Manor Park Public School. This role is ideal for someone who enjoys working with the public, staying organized, and contributing to a welcoming and safe community space.

Key Responsibilities:

The responsibilities of this position include, but are not limited to, the following:

- Staff the front desk and serve as the first point of contact for participants and visitors
- Register participants for programs, process payments, and maintain accurate records using the Amilia Registration System (training provided)
- Respond to in-person and email inquiries in a professional and courteous manner
- Provide excellent customer service and effectively manage or diffuse challenging situations as they arise
- Prioritize multiple tasks, work well under pressure, and adapt to changing demands
- Perform light cleaning and ensure rooms, equipment areas, cupboards, and activity spaces are kept clean and organized
- Assist with opening and closing procedures, including securing the building
- Use basic office software (Microsoft Word, Excel, Outlook) and equipment such as printers, photocopiers, and scanners
- Support general facility operations and complete other duties as required

Qualifications, Skills & Responsibilities

- Provide friendly, professional customer service and communicate effectively with participants, staff, and community members
- Use sound judgement and decision-making skills, including the ability to calmly manage and diffuse challenging situations
- Work effectively both independently and as part of a team with minimal supervision
- Demonstrate reliability, initiative, flexibility, and strong organizational skills
- Relate positively and respectfully with a diverse range of people
- Maintain clean, organized program spaces, equipment areas and common areas
- Provide basic clerical and administrative support, including use of Microsoft Word, Excel, Outlook, and office equipment
- Support general facility operations, including opening/closing procedures and securing the building
- Perform other related duties as required



Requirements:

- High school diploma (Grade 12 or equivalent)
- Experience working with the public and providing customer service
- Emergency First Aid, CPR / AED Level 3 certification (or higher)
- WHIMIS (training may be provided)
- Current Police Record Check
- Strong verbal and written communication skills in English
- Verbal and written skills in French or other languages, an asset
- Ability to work independently while following established procedures and instruction
- Availability to work evenings and weekends
- On-site role at the Manor Park Community Centre, 1805 Gaspe Avenue or Manor Park Public School

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