

Recreation Technician (Part Time)

Job Requisition	JR-2024-200 Recreation Technician (Part Time) (Open)
Job Family	CUPE
Start Date	2024-07-24
End Date	2024-08-08
Primary Posting	No
External Posting URL	https://vernon.wd10.myworkdayjobs.com/Vernon-Career_EXT/job/Recreation-Centre-Facility/Recreation-Technician--Part-Time-_JR-2024-200
Description	

Internal Closing Date:

Aug 1, 2024

External Closing Date:

Aug 8, 2024

NOTE: Posting comes off at 12:00AM on the closing date, with the competition closing at 11:59pm the day prior.

Hourly Rate:

31.9

Scheduled Weekly Hours:

20

Job Description:

Job Description Under Review

Reporting to the Manager, Community Recreation, the Recreation Technician is responsible for supporting the delivery of community recreation programs, drop-in activities, sport leagues and special events.

This is an active, community-focused role where excellent customer service skills, the ability to problem-solve, and the flexibility to work varied shifts are essential. Recreation Technicians primary role is ensuring that all recreation activities, programs and events are successful, in the pursuit of the Recreation Divisions mission statement, Through recreation we improve quality of life!

Duties Include:

- Support the successful implementation of special events, activities, sports and leagues, camps and programs;
- Responsible for the open and close of facilities such as sports fields, gymnasiums, meeting rooms and other recreation facilities as required;
- Assists with set up/take down and transportation of equipment for programs, activities, tournaments and special events (i.e. tables and chairs, net systems, AV equipment, etc.);
- Supports with the delivery of activities, leagues, tournaments and special events; including but not limited to recording attendance, game stats, play schedules, and social media updates;
- Assists with allocating, inventory tracking and maintenance of program and event supplies / equipment;
- Responds to public inquiries, works cooperatively and interacts with the public, community groups, instructors, volunteers and staff to provide quality recreation opportunities and customer service;
- Processes transactions, validates or updates registrations and drop-in admissions in the Parks and Recreation Management Software (PRMS) as necessary;
- Performs other duties as required;

- All persons employed by the City of Vernon will be required to assist the City in providing emergency services. Duties assigned during an emergency may differ from regular duties.

Required Education and Experience:

- Minimum one-year post-secondary certificate in Community Recreation, Human Kinetics, or related field.
- Class 5 Drivers License
- Minimum one-year demonstrated experience organizing or leading activities in Recreation or Sport
- Current First Aid with CPR Level C
- Combination of experience and education may be considered

Required Knowledge, Skills and Abilities:

- General knowledge and proficiency with computer applications, including but not limited to, On-line Booking & Reservation Systems, Microsoft Office and social media applications.
- Ability to deal courteously, tactfully, and effectively with the public and staff.
- Strong verbal and written communication skills
- Ability to meet the physical demands of the job, including the ability to lift up to 25 pounds
- Ability to work both independently, cooperatively, and in a team atmosphere while following indicated work procedures and activity plans.
- Knowledgeable of recreational activities, while ensuring participant safety.
- Ability to work irregular shifts, including evenings and weekends
- Ability to mentor and coach new staff and volunteers
- Ability to obtain a Class 4 License
- Ability to provide and maintain Acceptable Police Information Check with the Vulnerable Sector

To Apply:

Please submit your resume, quoting the appropriate competition number to: Human Resources, City of Vernon, using one of the following methods:

- Online at www.vernon.ca/ start your application by selecting "apply".
- By Fax: (250) 550-3551

Internal Applicants:

- Internal applicants are asked to apply using their worker profile.
- By making application, you are authorizing the City of Vernon to verify, through whatever means deemed appropriate, any information included in your applicant profile.

The City of Vernon wishes to thank all applicants; however, only those candidates selected for an interview will be contacted.

Worker Sub-Type	Permanent
Location	Recreation Centre Facility
Time Type	Part time
Locations	
Supervisory Organization	Community Recreation