



## **Facility Monitor**

Casual – Hours vary from 0 – 40 hours / week

\$18.03 - \$22.54 per hour

At the City of Leduc, our mission is People. Building. Community. We offer a collaborative and dynamic workplace where our values of Teamwork, Service, Respect and Leadership guide our conduct and contribute to a healthy culture. If you would like to work as part of a progressive organization and enjoy a fast-paced environment, then this may be the opportunity for you.

### **Come work for us!**

We are currently recruiting for a casual Facility Monitor for our Business Services department.

### **What is the Opportunity**

Reporting to the Events and Bookings Coordinator, this position monitors established facility securement, schedules and patron use. The Facility Monitor is responsible for correcting and enforcing facility guidelines to patrons and communicating incidents, damages and inappropriate behavior to ensure appropriate and safe operation of the Leduc Recreation Centre and/or Civic Centre ensuring a safe and pleasurable experience for all users.

### **What will you do?**

- Providing exceptional, friendly customer service to patrons accessing the facilities
- Complete regular foot patrols throughout the facility, engaging with patrons, staff and members to maintain a welcoming environment
- Complete accurate reporting of activities, attendance, damages and/or incidents
- Monitor admission based activities for paid admissions by continual observation
- Ensure all patrons have a safe and enjoyable experience by effectively communicating and enforcing facility guidelines
- Support facility emergency procedures to ensure they are carried out effectively and efficiently
- Provide communication and support to all departments as required for safety, guideline and/or enforcement assistance
- Respond to calls and provide support as needed to staff

### **What do you need to succeed?**

You are the successful candidate for this position if you have the following:

- A High School Diploma or equivalent.
- Minimum of three years of customer services experience, including knowledge of building supervision or security.
- 18 years of age, or older.
- Superior interpersonal, public relations, verbal and written skills are required for this position.
- A valid First Aid/CPR certificate.
- Must have the ability to work flexible hours that may include evenings and weekends.
- Casual hours will vary depending on season, facility use and demands

### **MyRewards@COL**

- Competitive salary
- City of Leduc Employee and Family Assistance Program (EFAP)

- Annual City of Leduc recreation pass, including access to free drop-in programs
- Free parking

**Successful candidate must be able to provide a clean Criminal Records Check – Vulnerable Sector, at own expense, as part of the hiring process.**

If this sounds like you, we want to hear from you! To apply, please visit our website at:

[www.leduc.ca/careers](http://www.leduc.ca/careers)

**Competition closes at 11:59 pm (MT) on April 3, 2025. This competition may be used to fill future vacancies at the same or lower classification level. Due to the high volume of resumes received, we are not able to respond to individual phone calls. We thank all applicants for their interest, however, only those selected for interviews will be contacted.**