

Municipality of the District of Guysborough

Job Description

Position Title:	Canso & Area Arena and Fitness Centre Attendant
Department:	Recreation Department
Location:	Canso & Area Arena and Fitness Centre
Position Status:	Permanent Part-Time
Reports To:	Director of Recreation / Recreation Programmer & Facility Manager

Position Summary

The **Canso & Area Arena and Fitness Centre Attendant** is responsible for assisting with the day-to-day operation and administration of the Canso & Area Arena, Fitness Centre, Community Pool and supporting municipal recreation programming and services.

The position provides front desk services including assisting the public, processing memberships and facility bookings, collecting fees, maintaining records and databases, and providing information on recreation programs and services. The Attendant also assists with general facility operations including monitoring fitness centre use, maintaining cleanliness standards, facilitating recreation programming and ensuring facility rules and safety procedures are followed.

Key Responsibilities & Duties

- Provide front desk services for the Canso & Area Arena, Fitness Centre and Pool.
- Open and close the facility and ensure appropriate security procedures are followed.
- Respond to public inquiries in person and by telephone and provide information regarding municipal recreation programs, services, and facility bookings.
- Collect membership fees, admission fees, and drop-in program fees.
- Process program registrations and facility bookings.
- Maintain accurate records of revenues and prepare daily deposits.
- Monitor arena bookings including public skating and drop-in programs.
- Monitor warm room bookings and facility usage.
- Assist with facility set-up for programs, bookings, and special events.
- Assist members on the proper use of fitness equipment when required.

- Perform custodial duties including:
 - Cleaning of facility including sweeping, mopping, washrooms, equipment.
 - Report maintenance issues to Recreation Facility Manager.
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Liaison

Maintain working relationships with:

- Director of Recreation and Recreation Staff.
 - Manager of Public Works and Public Works Staff.
 - Arena and Pool Staff.
 - Community groups utilizing municipal recreation facilities.
 - Members of the public and facility users.
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Other Duties

- Assist with recreation programs, activities, and community events when required.
 - Perform other duties as assigned.
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Qualifications

- Experience working in a recreation facility, fitness centre, or municipal recreation department is considered an asset.
 - Strong customer service, communication, and organizational skills.
 - Ability to work independently and as part of a team.
 - Ability to manage financial transactions and maintain accurate records.
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Certifications and Requirements

- Related training will be provided including First Aid certification.
 - Must be capable of handling financial transactions.
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Working Conditions

- Permanent part-time position.

- Schedule may include evening and alternating weekend work.
- Physical activity, including lifting, will be required including cleaning and equipment monitoring.

16 hours per week