



Competition No:	2019-35	Duration:	Casual Tentative Dates Sep 2019 – Mar 2020
Close Date:	September 6, 2019	Renumeration:	Up to \$15.00
Position Title:	Walk and Jog Attendant		
Department:	Culture, Recreation and Green Transportation	Hours of Work:	Up to 40 hours

Located 20 minutes from Winnipeg, Selkirk is a vibrant small city with a hometown feel. Our close-knit community loves to celebrate, learn and explore in the company of good neighbours. All through the year, there are many opportunities to enjoy local talent, learn about our past and seek out new interests. The City of Selkirk is currently in search of **Walk and Jog Attendant** to join our team.

Under the direction of the Program Coordinator, the incumbents will provide assistance in the planning, preparation and delivery of the Walk and Jog Program sponsored by the Culture, Recreation and Green Transportation Department.

YOUR JOB DUTIES WILL INCLUDE:

1. Administrative

- Complete reports and maintain records on the Walk and Jog Program.
- Submit time sheets as required.
- Complete a written evaluation report and final inventory at the end of the program.
- Respects the rights of confidentiality and privacy in all matters affecting or involving the program and/or service.
- Responsible for the registration of program participants.
- Responsible for handling cash float and issuing receipts.
- End of day cash reconciliation (cash/debit/credit).

2. Recreation Programs

- Assist with the planning and delivery of the Walk and Jog program.
- Ensure all supplies are in place as necessary.
- Ensure that the facility, equipment and supplies used for programs are maintained in good condition and properly stored.
- Monitor and supervise participants.
- Perform other duties as assigned.

3. Performs other duties as assigned

SPECIFICATIONS/QUALIFICATIONS

1. Education, Knowledge and Experience

Minimum Requirements shall include:

- Minimum Grade Twelve (12) education.
- Strong people skills; friendly, cooperative, energetic, responsible.
- Effective customer service and team work skills.
- Ability to communicate respectfully; with tact and diplomacy. This includes the ability to understand and deliver written and verbal instructions.
- Physically capable of participating in activities such as; walking and jogging.
- The ability to work indoors and outdoors in a variety of temperatures and weather conditions.
- Ability to attend work regularly, punctually and work a variety of hours.
- Experience handling floats, balancing and preparing and reconciling cash deposits.
- Demonstrated organizational and teamwork skills
- Ability to prioritize and handle multiple tasks at once
- Computer and administrative skills.
- Ability to establish and maintain effective working relationships with individuals at all levels of the organization and external contacts.
- Demonstrated competency in safe work practices, knowledge and understanding of occupational hazards, safety precautions, regulations and procedures that are applicable to the area of work.
- Photography skills an asset.
- Clear current Child Abuse Registry Check
- Clear current Criminal Reference Check

COMMENTS:

This is for two (2) casual Walk and Jog Attendant positions; these positions are excluded from the Collective Agreement and is open to all applicants. Interested individuals are to specify position being applied for and direct their application to:

The City of Selkirk is an equal opportunity employer, committed to providing an inclusive work environment. Applicants who require accommodation during the hiring process are encouraged to contact the City's Human Resources Department via the information provided in the Contact Information section of this posting.

Contact Information:

Human Resources, City of Selkirk, 200 Eaton Avenue, Selkirk, Manitoba R1A 0W6

FAX #: 1-204-482-5448

Email: jobs@cityofselkirk.com

Thank you to all who apply, however, only those candidates selected for an interview will be contacted.

Position: Walk and Jog Attendant

Department: Culture, Recreation and Green Transportation

Division: Cultural and Recreational Programs

Reports To: Program Coordinator

Classification: Casual

Position Summary:

Under the direction of the Program Coordinator, the incumbent will provide assistance in the planning, preparation and delivery of the Walk and Jog Program sponsored by the Culture, Recreation and Green Transportation Department.

Core Competencies
<ul style="list-style-type: none">• Citizen and Public Focus• Communication• City of Selkirk Consciousness• Teamwork and Ambassadorship• Integrity and Trust• Ethics and Values• Strategic Results Orientated• Decision Making and Judgment

Job Duties

1. Administrative
 - Complete reports and maintain records on the Walk and Jog Program.
 - Submit time sheets as required.
 - Complete a written evaluation report and final inventory at the end of the program.
 - Respects the rights of confidentiality and privacy in all matters affecting or involving the program and/or service.
 - Responsible for the registration of program participants.
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2. Recreation Programs
 - Assist with the planning and delivery of the Walk and Jog program.
 - Ensure all supplies are in place as necessary.
 - Ensure that the facility, equipment and supplies used for programs are maintained in good condition and properly stored.
 - Monitor and supervise participants.
 - Perform other duties as assigned.
3. Performs other duties as assigned

SPECIFICATIONS:

1. Skills, Knowledge and Abilities

Minimum qualifications shall include:

- Minimum Grade Twelve (12) education.
- Strong people skills; friendly, cooperative, energetic, responsible.
- Effective customer service and team work skills.
- Ability to communicate respectfully; with tact and diplomacy. This includes the ability to understand and deliver written and verbal instructions.
- Physically capable of participating in activities such as; walking and jogging.
- The ability to work indoors and outdoors in a variety of temperatures and weather conditions.
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- Demonstrated competency in safe work practices, knowledge and understanding of occupational hazards, safety precautions, regulations and procedures that are applicable to the area of work.
- Photography skills an asset.
- Clear current Child Abuse Registry Check
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2. Responsibilities

Under the direction of the Program Coordinator, the incumbent will provide assistance in the planning, preparation and delivery Walk and Jog Program sponsored by the Culture, Recreation and Green Transportation Department.

The incumbent shall be responsible to ensure their duties are carried out in an effective, efficient and safe manner in relation to themselves and fellow employees.

3. Comprehension & Judgement

The incumbent is expected to act independently. Direction and supervision will be provided by the Program Coordinator concerning priorities, but the incumbent is expected to show initiative and is responsible to complete work or assignments on schedule.

4. Working Conditions

This position may work up to 40 hours per week and will involve working varying hours.

This position requires the individual to work outdoors and working under adverse conditions.

Incumbent

Manager of Cultural & Recreational Programs

Date

Director Culture, Recreation & Green Transportation

DATED: September 2019