



**Title:** Recreation Attendant  
**Department:** Operations and Infrastructure  
**Reports to:** Manager of Infrastructure and Environmental Services  
**Subordinates:** None

## Position Summary

The Recreation Attendant is responsible for supporting and facilitating activities and special events within the Township.

## Description

- Research, implement and engage in recreational activities and events for youth, families and individuals at the various Township parks;
- Oversee approved activities and games, encouraging collaborative play and participation, ensuring participants are using equipment properly;
- Support clients with the online booking software;
- Assist with managing rosters, registrations, withdrawals, etc., on the online booking software;
- Assist with event programming at community special events such as Canada Day celebrations;
- Perform administrative duties, such data entry, answering inquiries and creating signage as necessary; and assisting with program registration and handling payments
- Ensure programs have the required supplies in advance of the scheduled event;
- Prepare recreational surfaces prior to community use;
- Maintain a professional image and demeanour with staff, volunteers and general public;
- Protect-own health and health of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the *Ontario Occupational Health and Safety Act*;
- Perform other duties as assigned

## Education/Experience/Skills

- Ideal candidate is enrolled in post-secondary education in Recreation and Leisure studies;
- Possess a valid, minimum G2 license (full G preferred)
- High initiative and the ability to work independently often without direct supervision;
- Knowledge of the Township of Leeds and the Thousand Islands;
- Strong ability to communicate effectively;
- Willingness to work flexible hours as required, including weekends and evenings;
- Ability to work independently;
- Ability to read, write, speak and comprehend English;
- Ability to work with others;
- Enjoy physical activity and working outdoors;
- A satisfactory criminal record check