

## **Program Monitor (Part Time, Seasonal)** (Job #2019-040-E)

**Department:** Leisure and Community Services  
**Status:** Part-time, Seasonal  
**Date Posted:** **March 7, 2018**  
**Date Closing:** **March 21, 2018**  
**Number of Positions:** 3  
**Scheduled Hours/Shifts:** Up to 6 hours per week. Hours may vary.  
**Pay Rate:** \$14.67-\$16.99 per hour

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### **Position Purpose:**

The Program Monitor (Recreational Programs) is responsible for overseeing and supporting drop in and general, non-instructional sports programs, such as badminton and basketball. This also includes: ensuring a safe and clean environment; maintaining excellent customer service and public relations throughout the program, and maintaining statistical data (i.e., class lists, attendance, etc.).

### **Qualifications and Requirements:**

- Minimum of 3 months experience in a particular sports or recreational program area
- Experience working with a variety of age groups/demographics: preschool, child, youth, adult, older adult, or adapted
- Experience with cash handling
- Strong organizational skills; ability to manage multiple tasks and prioritize
- Good cash handling, administration and problem-solving skills
- Excellent interpersonal and communication skills with the ability to deal courteously and effectively with the public
- Available to work flexible hours (evenings and weekends) as per program schedules
- Reliable and accountable
- Current First Aid and CPR certification

### **How to apply:**

Please forward your resume in confidence by **March 21, 2019 at 4:30 p.m.**, identifying Job #2019-040-E – Last Name, First Name in the subject line to [hr@townofws.ca](mailto:hr@townofws.ca). Please ensure your application is saved in one single document.

**Committed to diversity and a barrier-free environment:** Whitchurch-Stouffville is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce reflect the citizens we serve. At the Town, we respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.

**We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.**