

Program Monitor (Job #2021-077-IE)

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| Department: | Leisure and Community Services |
| Status: | Part-time, Temporary |
| Date Posted: | November 17, 2021 |
| Date Closing: | December 1, 2021 |
| Number of Positions | Up to 4 |
| Scheduled Hours/Shifts: | Up to 6 hours per week. Hours may vary. |
| Pay Rate: | \$15.56-\$17.51 per hour |

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
- 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

Note: This position is expected to have an approximate end date of March 18, 2022, however, there is a possibility of this being extended.

How to apply:

Please forward your resume in confidence by **December 1, 2021 at 4:30 p.m.**, identifying **Job #2021-077-IE – Last Name, First Name** in the subject line to 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.



As a result of the COVID-19 pandemic and in support of the Town's commitment to a healthy and safe workplace, the Town has a vaccination requirement for all employees. Successful candidates will be made an offer of employment on the condition of being fully vaccinated against COVID-19. Fully vaccinated is defined as having received all of the required doses of a Health Canada approved vaccine and having received the final dose at least 14 days prior to November 1st, 2021.

Successful candidates will be asked to provide proof of full vaccination. In the event that that a candidate is unable to be vaccinated as a result of a ground protected by applicable provincial human rights legislation, the Candidate may submit a written explanation of the ground and any supporting documentation to determine if they are exempt from this requirement.

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