

JOB DESCRIPTION: Sports Program Instructor

REPORTS TO: Recreation Director

The Town of Springdale is currently accepting resumes for a Sports Program Instructor.

This position is for 8 weeks. The successful applicant will be expected to work some evenings and weekends as required.

**ESSENTIAL JOB FUNCTIONS:**

- Provide a safe and fun filled environment for learning and participating in various sports throughout the summer.
- Ensure field, stadium and parking lot areas are free of any hazards.
- Report any maintenance problems to the Recreation Director immediately.
- Teach youth the fundamentals of each individual sport through instruction and practical drills.
- **NEVER** leave the kids unattended
- Ensure all equipment is in good working order and returned to the stadium daily.
- Allow all kids equal and fair play.
- Coordinate and oversee the Central Summer games team and attend tournament.
- Assist with any Special Events offered by the Town.
- Attend periodic staff meetings.
- Any other duties deemed necessary by the Recreation Director.

**EDUCATION AND EXPERIENCE REQUIREMENTS:**

- Must be enrolled in either High School or Post-Secondary.
- Must be a safety oriented and responsible individual.
- Must have knowledge and experience of softball, ball hockey, basketball, volleyball, and tennis.

**KNOWLEDGE, SKILLS, AND ATTRIBUTES:**

- Possess strong verbal communication skills.
- Ability to work independently with minimal supervision.
- Strong problem solving skills and the ability to work well under pressure.
- Strong organizational and planning skills with the ability to manage multiple priorities.

**ABOUT US:**

Town of Springdale is an equal opportunity employer.

Please apply by emailing your resume to [info@townofspringdale.ca](mailto:info@townofspringdale.ca) or by dropping it off to the Town Office located at 151 Main Street.

JOB DESCRIPTION: George Huxter Memorial Park Attendant

REPORTS TO: Recreation Director

The Town of Springdale is currently accepting resumes for a Park Attendant for George Huxter Memorial Park.

This position is for 8 weeks. The successful applicant will be expected to work some evenings and weekends as required.

#### ESSENTIAL JOB FUNCTIONS:

- Provide a safe and clean campground to all users and visitors.
- Ensure campground and building area is free of any hazards.
- Report any maintenance problems to the Recreation Director immediately.
- Ensure proper accounting practices and visitation records are kept.
- Ensure the building is cleaned according to schedule (several times daily) and garbage is removed.
- Enforce all park rules.
- Provide friendly and courteous service to all visitors/users in all situations.
- Attend periodic staff meetings.
- Assist with any camp ground special events offered by the town.
- Any other duties deemed necessary by the Director.

#### EDUCATION AND EXPERIENCE REQUIREMENTS:

- Must be enrolled in either High School or Post-Secondary.
- Must have strong customer service skills and a knowledge of basic accounting principles.

#### KNOWLEDGE, SKILLS, AND ATTRIBUTES:

- Possess strong written and verbal communication skills.
- Ability to work independently with minimal supervision.
- Strong problem solving skills and the ability to work well under pressure.
- Strong organizational and planning skills with the ability to manage multiple priorities.

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JOB DESCRIPTION: Recreation Maintenance/Sport Field Attendant/Outside Facility Cleaner

REPORTS TO: Recreation Attendant Lead Hand

The Town of Springdale is currently accepting resumes for a Recreation Maintenance / Sport Field Attendant / Outside Facility Cleaner.

This position is for 8 weeks. The successful applicant will be expected to work some evenings and weekends as required.

**ESSENTIAL JOB FUNCTIONS:**

- Provide all field users with a safe environment as well as keep the town looking as clean as possible.
- Ensure all facilities are free of any hazards.
- Fix any maintenance problems that are brought to your attention.
- Carry out daily safety checks to all facilities in written form.
- Assist with garbage collection at park and town garbage cans.
- Assist with maintenance of all Green Spaces that the town operates (mowing, weeding, watering, etc.)
- Attend staff meetings.
- Cleaning of outdoor facilities daily.
- Assist with any special events offered by the Town.
- Assist with cleaning up all facilities operated by the Town.
- Any other duties deemed necessary by the Recreation Director.

**EDUCATION AND EXPERIENCE REQUIREMENTS:**

- Must be enrolled in either High School or Post-Secondary.
- Must hold a valid Class 5 Driver's License and be able to use motorized equipment.

**KNOWLEDGE, SKILLS, AND ATTRIBUTES:**

- Possess strong written and verbal communication skills.
- Ability to work independently with minimal supervision.
- Strong problem solving skills and the ability to work well under pressure.
- Strong organizational and planning skills with the ability to manage multiple priorities.

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JOB DESCRIPTION: Lifeguard / Swim Instructor

REPORTS TO: Recreation Director

ESSENTIAL JOB FUNCTIONS:

- Ensure pool and surroundings areas are free of any hazards.
- Report any maintenance problems to Recreation Director immediately.
- Perform lifeguard duties and supervision during all pool usage.
- Maintain water chemistry records in a log to be handed in weekly.
- Provide Royal Life Saving Swim Lessons to youth and adults.
- Plan and organize games and activities for the pool.
- Attend periodic staff meetings
- Assist with any pool special events offered by the Town.
- Any other duties deemed necessary by the Recreation Director.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Must be enrolled in either High School or Post-Secondary.
- Must hold a valid Royal Life Saving Society Nationals Certificate.
- Must hold a valid Royal Life Saving Society Water Safety Instructors Certificate

KNOWLEDGE, SKILLS, AND ATTRIBUTES:

- Possess strong written and verbal communication skills.
- Ability to work independently with minimal supervision.
- Strong problem solving skills and the ability to work well under pressure.
- Strong organizational and planning skills with the ability to manage multiple priorities.

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JOB DESCRIPTION: Head Lifeguard /Head Instructor

REPORTS TO: Recreation Director

ESSENTIAL JOB FUNCTIONS:

- Provide a safe and fun filled environment for swimming.
- Ensure pool and surroundings are free of any hazards and cleaned regularly.
- Report any maintenance problems to Recreation Director immediately.
- Ensure daily water chemistry records are checked and recorded in logs.
- Responsible for daily cash records, deposits and reports.
- Perform lifeguard duties and supervision during all pool usage.
- Provide Royal Life Saving Society Swim Lesson Instruction to individuals of all ages
- Develops staff schedules and attends periodic staff meetings as required by Recreation Director.
- Assist with any pool special events offered by the Town.
- Any other duties deemed necessary by the Recreation Director.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Must be enrolled in either High School or Post-Secondary.
- Must hold a valid Royal Life Saving Society Nationals Certificate.
- Must hold a valid Royal Life Saving Society Water Safety Instructors Certificate

KNOWLEDGE, SKILLS, AND ATTRIBUTES:

- Possess strong written and verbal communication skills.
- Ability to work independently with minimal supervision.
- Strong problem solving skills and the ability to work well under pressure.
- Strong organizational and planning skills with the ability to manage multiple priorities.
- Supervisory and leadership experience would be considered an asset.

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