



**TOWN OF BLACKFALDS
EMPLOYMENT OPPORTUNITY**

Blackfalds is one of Canada's youngest and fastest growing communities; with a population of 10,125 and a growth rate of 2.11% in 2018.

Ideally situated in Central Alberta, midway between Alberta's two largest urban Centre's, Blackfalds retains the feel and security of a small-town while being only a short drive from urban amenities of post-secondary education, regional scale shopping outlets and entertainment.

Outstanding recreational opportunities, a robust and diversified economy and affordable land and housing are among the factors contributing to our thriving, successful, and dynamic community.

If you are looking to be a part of a hardworking and fun loving team in our community, please learn more about the Town of Blackfalds at www.blackfalds.com. We look forward to receiving your résumé!

Facility Monitor, Permanent Part-time

Position Summary: Reporting to the Guest Services Officer, the Facility Monitor is responsible the general supervision and security of programs, activities and events, equipment sign in/out and membership check-in at the Abbey Centre. The Facility Monitor provides excellent customer service and ensures a safe, clean and enjoyable facility for public recreation and program purposes.

For additional details, please see the attached Position Description.

Requirements and Qualifications: You are a motivated person, who is able to work in a supervised area. You possess strong communication skills that help you to be a valuable team member. You have demonstrated skills in time management and are highly organized. You are available to work on weekends and evenings and enjoy work in a dynamic environment. You are committed to continuous improvement and have excellent customer service skills. You possess Standard First Aid with CPR "C" and AED, a valid driver's license, a R.C.M.P. Criminal Record Check with Vulnerable Sector Screening, Intervention Record Check and a current driver's abstract.

Hours of Work: This position is classified as permanent part-time, with nine (9) shifts in a three (3) week rotation, which is the equivalent of a 0.33 full-time equivalency. Shifts are currently 11:00 a.m. to 7:30 p.m. on weekends, and 4:30 p.m. to 9:00 p.m. on weekdays.

Hourly Wage: The 2019 hourly wage range for this Level 1 unionized position is \$15.52 to \$17.47 per hour.

How to Apply: The Town of Blackfalds is an equal opportunity employer and encourages individuals interested in this position to submit a cover letter and resume via email. **Please ensure your name and the job title is included in the subject line.**

This posting will remain open until a suitable candidate found.

We thank those who are interested and apply. Only those candidates selected for an interview will be contacted.

Town of Blackfalds, Box 220, 5018 Waghorn St, Blackfalds AB, T0M 0J0
Attention: Human Resources//403.885-6366
Email: hr@blackfalds.com // website: www.blackfalds.com // fax: 403.600.0032



Town of Blackfalds

Position Description

Title:	Facility Monitor
Reports To:	Guest Services Officer
Direct Reports:	None
Position Summary:	Responsible for ensuring that programs, activities and events follow facility guidelines and rules. Responsible for equipment sign in/out and membership check-in at the Abbey Centre. The Facility Monitor provides excellent guest service and ensures a safe, clean and enjoyable facility for public recreation and program purposes.

Required Knowledge, Skills and Abilities

- Commitment to continuous improvement and excellent guest service
- Proven ability to deal directly with other staff and guests in a courteous and friendly manner
- Ability to relate well with children of all ages
- Efficient and effective communication skills, interpersonal and listening skills with the ability to ask questions
- Strong teamwork and cooperation skills
- Excellent skills in decision making, planning, organizing and problem-solving
- Ability to work efficiently and effectively without constant direct supervision
- Knowledgeable with computers

Position Requirements

- Check-in members using the facility software system
- Along with other staff, ensure appropriate and safe use of the facility by guests and enforce facility guidelines and rules with active patrols and the use of video surveillance
- Aid in setting up equipment for activities or events
- Help with stocking fitness centre towels
- Maintain records of sports equipment and rental lock usage
- Clean and maintain sports equipment and its inventory
- Aid other staff with emergency procedures during an emergency and provide information and direction for guests
- Process point of sale transactions

- Performs other related duties and responsibilities as required

Preferred Education and Experience

- Experience with computers, recreation software and cash handling
- Previous guest service experience
- Additional Requirements:
 - a. Must be a minimum 16 years of age
 - b. RCMP Criminal Record Check with Vulnerable Sector Screening
 - c. Valid Driver's License with current Drivers Abstract
 - d. Child Intervention Check
 - e. Intervention Record Check (if 18+)

Physical Demands

- Medium work, occasionally lifting to 30 lbs
- Pushing/pulling
- Sitting and standing for periods of time
- Repetitive reaching
- Exposure to cleaning solutions

Work Environment

- Very dynamic work environment.
- The noise level in the work environment is quiet to loud.