



Steveston Community Society

Serving the Community of Steveston Since 1946

EMPLOYMENT OPPORTUNITY

OPEN GYM ATTENDANT

Parent & Tot Playtime

Steveston Community Society is accepting applications for the Open Gym Attendant position. Reporting to Community Facilities Coordinator, the Open Gym Attendant is responsible for the supervision of open gym programs within a community services setting, specifically assisting with the implementation of Parent & Tot Playtime.

DUTIES AND RESPONSIBILITIES

Programming

Provide a safe, positive and well-managed play environment at the Centre and off-site locations.

Supervision

Responsible for the supervision and leadership of volunteers.

Customer Service/Communication

Greet participants at the beginning and end of each class and discuss program information. Communicate with other staff and volunteers. Positive role model for participants.

Safety and Risk Management

Follow Community Centre and off-site protocol for emergency situations.
Ensure the safety of all individuals participating.
Ensure attendance procedures are followed.
Assess equipment supplies on a regular basis and report concerns to supervisor.
Ensure appropriate set up, take down and maintenance of program room and space.
Facilitates fair play and conduct of participants.

Administration

Fill out accident and/or incident report forms.
Provide evaluation and feedback to supervisor regarding program content.
Other related duties as assigned and may vary according to facility.
Obtain off-site rental information and/or contract; liaise with off-site point of contact.

Required Qualifications

Previous experience volunteering or instructing sports programs.
Emergency Child Care First Aid or Standard First Aid and CPR Level B (or higher).
Criminal Record Check.



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Desired Qualifications

Coaching and leadership experience.

AED training.

Second language.

Training and/or experience with individuals that require extra support

Experience working with 0 – 5 years population

HOURS OF WORK AND REMUNERATION

- Mondays, Wednesdays and Fridays – 8:45am – 11:15am – approx. 7.5/week
- \$16.12 - \$17.74/hour – depending on experience and qualifications
- Potential for increased hours based on performance and availability

Interested candidates may apply for this position by sending a cover letter and resume to:

Attention – Community Facilities Coordinator

Steveston Community Centre

Email: stevestoncc@richmond.ca

The deadline for receiving applications is **Monday, February 20, 2023 at 11:59 p.m.**

The Steveston Community Society thanks all applicants in advance for their interest.

Only those candidates under further consideration will be contacted.