



## **JOB DESCRIPTION**

### **GENERAL ARENA LABOURER (SUMMER SPORTS PROGRAM)**

*May 2024*

**JOB TITLE:** General Arena Labourer (Summer Sports Program)  
**DEPARTMENT:** Public Works

#### **PRIMARY FUNCTION:**

- Oversee program participants, ensuring adherence to rules and safety guidelines at all times.
- Coordinate and lead arena summer sports program sessions, ensuring a safe and enjoyable experience for all participants.
- Monitor all recreational programs and activities for children and teenagers.
- Manage program materials, equipment, and supplies, ensuring they are well-maintained, organized, and readily available for use.
- Keep accurate records of program attendance, incidents, and feedback, and prepare reports as required by Arena staff.
- Maintain open and effective communication with all Arena staff, providing updates on program activities, schedules, and any relevant information.
- Must maintain facilities in a clean and sanitary condition.
- Ensure security and safety measures are in place at all times.
- Ensure proper emergency procedures are followed in case of emergency or accident.
- Other general arena labour duties, as assigned.

#### **TOOLS & EQUIPMENT:**

Brooms, mops, buckets, paint brushes, vacuum cleaner, telephone, floor cleaner, sports equipment, etc.

#### **SOURCE OF SUPERVISION:**

Lead Hand/Labourer, Parks and Recreation

#### **DIRECTION EXERCISED:**

None

**WORKING PROCEDURE:**

- Perform prescribed duties as assigned.
- Maintain assigned facilities in a clean and sanitary manner, according to a routine established by the Department.
- Ensure familiarity with all safety and emergency procedures for all equipment and/or facilities and ensure proper emergency procedures are followed in case of emergency or accident.
- Perform all routine maintenance functions and other related duties as assigned, in a safe and proper manner.
- Attend training programs and in-service training courses from time to time, as assigned.
- Must be properly attired (personal protective equipment, i.e., safety vest, steel-toed work boots, safety goggles, etc., as needed) for the duties required and conduct yourself in a manner conducive to the best interests of the Corporation.

**QUALIFICATIONS:**

- Previous experience working with children and teenagers in a recreational or educational setting preferred.
- Must be able to carry out oral and written instructions and have the ability to understand written procedures.
- Strong communication and interpersonal skills, with the ability to interact effectively with children, parents/guardians, and colleagues.
- Demonstrated leadership and organizational abilities, with the capacity to execute engaging recreational activities.
- Must exercise attention to detail.
- Must have good time management.
- Must be capable of working well with a minimal amount of supervision.
- Must be reliable, responsible, and able to work independently as well as part of a team.