



**TOWNSHIP OF SPRINGWATER  
RECREATION ASSISTANT  
(TEMPORARY)**

The Township of Springwater ([www.springwater.ca](http://www.springwater.ca)) is located in the heart of Simcoe County. Springwater is a mixed urban/rural community of approximately 18,000 permanent residents with growing urban settlements and a prosperous agricultural sector. The municipality invites applications for the temporary position of **Recreation Assistant**.

**POSITION SUMMARY:**

Reporting to the Director of Recreation, Parks & Properties or designate, the Recreation Assistant (temporary-date of hire to October 1, 2010) shall be responsible for providing maintenance at Elmvale Community Arena and various township facilities and locations. His/her responsibilities will include:

**KEY RESPONSIBILITIES:**

- Perform facility maintenance duties including janitorial, general repairs and painting.
- Perform arena duties including opening/closing, supervision of events and programs.
- Operate cleaning equipment as required.
- Assist work crews as required.
- Perform other duties as assigned by the Director of Recreation, Parks & Properties or designate.

**QUALIFICATIONS:**

- Resourceful and technically oriented you must possess suitable formal education and/or a minimum of 3 years related experience in a facility operations and recreation environment.
- Working knowledge of various equipment and tools such as automatic floor scrubbers, carpentry tools, ¾-1 ton vehicles with trailer and related equipment cleaning is essential.
- Good interpersonal, public relations, communication, time management, and record-keeping skills are a necessity.
- Knowledge of the Occupational Health and Safety Act and Safety procedures.
- Valid Class 'G' driver's license in good standing.
- Physically capable of performing all tasks in all weather conditions, you must be able and willing to work shift work and weekends, plus additional hours on occasion.
- Ability to maintain discretion and a high degree of confidentiality of information is critical.

**Salary range: Level 2 (previously 3) - \$19.00 to \$21.41 per hour - 40 hour work week plus cash in lieu of benefits.**

Qualified applicants are invited to submit a resume, in confidence, by **12:00 noon on Friday, July 9, 2010** to:

**RECREATION ASSISTANT (TEMPORARY) COMPETITION**

***Attention: Barbara Fralick, Manager of Human Resources***

*Township of Springwater*

*2231 Nursery Road, Minesing, Ontario L0L 1Y2*

*Phone: (705) 728-4784 Fax: (705) 728-6957 **No e-mails, please***

The Township thanks all applicants for their interest but only those candidates selected for an interview will be contacted. Personal information is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act and is used to determine eligibility for potential employment.