



## **Employment Opportunity**

**Position:** Hanwell Recreation Gymnasium Attendant

**Term:** Ongoing

**Hours:** Part-time position; hours are subject to vary based on scheduling requirements.

**Reports To:** Director, Recreation & Parks

The role of the Hanwell Recreation Gymnasium Attendant will be to facilitate any “community-use” needs as they are outlined, or as needs arise. Key areas of focus will include: ensuring user groups access the facility, provide access to, or sets-up necessary equipment needed for the gymnasium rental, ensure each user group(s) adhere(s) to the agreed upon “community-use” guidelines, and ensure the facility is locked up, and in good condition at the end of each shift.

### **Duties & Responsibilities**

The following duties and responsibilities will be required of the successful applicant on a shift-to-shift basis:

- Review and enforce the rules and regulations of “community-use” for the Hanwell Park Academy gymnasium, and all other encompassing areas.
- Responsible for unlocking and opening all gymnasium spaces at the beginning of each shift.
- Ensure each user group(s) can access the gymnasium spaces at each agreed upon time slot.
- Act as the main liaison for user group(s) accessing the gymnasium space.
- Access equipment for identified individuals of user group(s).
- Determine equipment needs or setup considerations prior to user(s) arriving.
- Ensure all participants of each user group(s) are adhering to the “community-use” regulations of the agreed upon rental of the gymnasium space.
- Ensure facility spaces (i.e., bathrooms, gymnasium, hallway, and locker rooms) remain in good condition throughout each shift.
- Assist in tear down of equipment and ensure each piece returns to its prescribed area in good working condition.
- Ensure all participants of each user group(s) safely exit the building on time.
- Work to ensure the gymnasium space is clean at the end of each shift. Some janitorial duties are expected of the successful applicants. Janitorial duties include, but are not limited to, changing garbage(s), light cleaning of the bathrooms, and sweeping of the floors.
- Complete a daily log sheet and report any concerns or issues to the Director of Recreation & Parks.
- Responsible for locking up all facility spaces at the end of your shift.

### **Job Assets/Requirements**

The successful applicants will demonstrate a capability to meet all, or most, of the following requirements below:

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Hanwell, NB  
E3E 0G7  
506-460-1177

- Experience working in a recreation, sport, or tourism environment will be considered an asset.
- The ability to work collaboratively with all other municipal staff and key stakeholders present within the rural community's recreation and sporting infrastructure.
- Must demonstrate the ability and willingness to remain flexible in tasking and demonstrate a comfortability in working evenings and weekends.

### **Eligibility**

To be eligible for the role of Hanwell Recreation Gymnasium Attendant, the successful student applicant must demonstrate the following:

- Must be 18 years of age or older.
- Currently enrolled in a college or university and living in the Hanwell area.
- Be eligible to work in Canada, and a resident of New Brunswick.

Above all else, the successful candidate must display a willingness to learn and apply their skill set. A collaborative, team-first approach is what is required to succeed in this position.

If you are interested in applying to this position, please email your résumé to Taylor Bradley (Director, Recreation & Parks) at [recreation@Hanwell.nb.ca](mailto:recreation@Hanwell.nb.ca).

### **Deadline for Applications**

Thursday, November 30, 2023, at 4:00 PM.