



**POSITION DESCRIPTION
(Final)**

Position Title	Sports Attendant
Department/School	Athletics and Recreation
Reports to	Athletics and Recreation Coordinator
Positions Supervised	None
Employee Group	PPWC
Pay Grade	5
Date Last Revised	December 2009

Position Summary

Reporting to the Athletics and Recreation Coordinator, this position provides a variety of services for recreation activities at the campus sports facility.

Main Duties and Responsibilities

1. Performs sports program services including:
 - Coordinating sports related activities for students, staff and the community
 - Setting up and taking down sports equipment for various activities as required
 - Demonstrating the use of weights and other sports equipment

2. Performs sports facility services including:
 - cleaning sports equipment
 - maintaining and repairing sports equipment to be serviceable and safe
 - ensuring equipment is properly stored and recorded
 - booking of the gym facility
 - Using the cash register to receive payments, balance cash and make deposits of funds received, generating revenue reports
 - Performing general office duties in the Athletics office
 - Maintaining records for lockers and memberships
 - providing first aid treatment as required.

3. Performs other related duties as assigned by the supervisor.

Required Qualifications

Education and Experience

- Completion of a post-secondary academic program in Physical Education and/or Recreation
- Minimum 1 year related experience
- First Aid Level III
- Weight Training Certificate would be an asset
- Valid Class 5 drivers' licence

Skills, Knowledge and Abilities

- Physical ability to perform job duties
- Excellent organizational skills
- Excellent verbal and written communication skills
- Excellent interpersonal skills
- Strong computer skills including word processing, spreadsheets, data base software
- Keyboard skills at 40 wpm
- Ability to work independently and as a member of a team

Organizational Chart

Approvals

Employee

Date

Supervisor

Date

Human Resources Representative

Date