



**CAREER OPPORTUNITY
FACILITY MONITOR – LEVEL 1
PART-TIME POSITION**

The Town of The Pas is seeking a dedicated and responsible individual to join our team as a Facility Monitor at the Recreation Center. This position is ideal for someone who enjoys working in a community-focused environment and is committed to ensuring the safety, cleanliness, and efficient operation of our recreation facilities.

SKILLS AND QUALIFICATIONS:

- Completion of Grade 12 or currently studying.
- A valid First Aid Certificate and a CPR Level C certificate would be an asset.
- Excellent verbal and written communication skills.
- Previous experience in customer service, reception, or administrative roles is preferred. Experience in a recreation or fitness environment is an asset.
- Current certification for personal training services, teaching group fitness, or a specialty program is an asset.
- Strong organizational abilities, with the capacity to multitask and prioritize responsibilities in a busy environment.
- Willingness to work flexible hours, including evenings, weekends, and holidays as required.
- Satisfactory criminal record and vulnerable persons checked by the RCMP.

DUTIES AND RESPONSIBILITIES:

- Perform a variety of administrative duties, such as maintaining records, updating databases, handling correspondence, and preparing reports as required.
- Process customer services for memberships, registrations, and information on programs offered.
- Assist with the coordination of events like basic facility orientation and ensuring participants have the information they need.
- Responsible for providing guidance and assistance on how to properly use the equipment of the Wellness Centre to members/clients.
- Assist with instruction of basic fitness and fitness activity classes along with individual training within your scope of accreditation.
- Report any maintenance needs or safety hazards to the supervisor.
- Perform other related tasks as assigned by the supervisor to ensure the smooth operation of the Recreation Centre.

WAGE RATE: As Per Collective Agreement, **\$22.08/hour**

HOURS OF WORK: 6:00 AM to 2:00 PM or 2:00 PM to 10:00 PM Monday through Friday; 8:00 AM to 2:00 PM or 2:00 PM to 8:00 PM on weekends.

Applications will be accepted until **the position is filled, and should be directed to:**

Human Resource Officer

hr@townofthepas.ca

P.O. Box 870, The Pas, MB. R9A 1K8 Fax: (204) 623-5506

www.townofthepas.com

The qualifications & duties listed above are a summary of job requirements; selection will be based upon the full requirements detailed in the Job Description, a copy of which is available on request and will be provided to all interviewees.

This position is open to all applicants in accordance with the Human Rights Legislation of Manitoba

We thank all candidates for their interest, however only those selected for an interview will be contacted.