



Facility Monitor – Level 1

Full-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 & QUALIFICATIONS:

- Completion of high school
- 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 & 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: 5:45 AM to 2:15 PM or 1:45 PM to 10:15 PM Monday
through Friday; 7:45 AM to 2:15 PM or 1:45 PM to 8:15 PM
on weekends.

Applications will be accepted until the position is filled and should be submitted through any of the following methods:

Online: www.townofthepas.ca/employment-opportunities

Email: hr@townofthepas.ca

Mail: P.O. Box 870, The Pas, MB. R9A 1K8

In Person: 81 Edwards Ave, The Pas, MB

Fax: (204)-623-5506