



**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:**

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- 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:**

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- 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, **\$21.44/hour**

**HOURS OF WORK:** Scheduled shift work Monday through Friday - evenings and weekends

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

**Human Resource Officer**

[hr@townofthepas.ca](mailto:hr@townofthepas.ca)

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

[www.townofthepas.com](http://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.*