

FACILITY Host – Off Site Locations

Recreation Department

DEFINITION

Under the general direction of a Recreation Programmer, the Facility Host will meet and greet patrons and monitor safe use of their facility. The Facility Host will also provide a supportive role in emergency situations. The incumbent will follow the policies and procedures given and will exercise some independent judgement in carrying out his/her job responsibilities. The Facility Host will contact their Supervisor if problems arise.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES:

- Reviews facility schedule and any other materials left by the programmer.
- Picks up keys from the recreation centre.
- Opening and closing of the facility as required; assists instructors in the preparation and tidy-up of room and equipment necessary for program instruction.
- Monitors access to the facility and ensures it is hazard free, including notifying the appropriate authorities.
- Assists in any emergency situation and provides minor first aid.
- Maintains positive relations with the public and user groups.
- Maintains a safe and clean work environment.
- Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES ON THE JOB:

- Enthusiasm, energy, interpersonal and organizational skills necessary to maintain a positive working environment.
- Working knowledge of facility policies and procedures including emergency systems and procedures.
- Demonstrates Saanich Core Competencies as they relate to this position (see all behaviour statements)
 - Adaptability - willingness to be flexible in a changing work environment
 - Relationship Building - establishes and maintains respectful and cooperative working relationships.
 - Effective Communications - communicates effectively with others.
 - Problem Solving - recognizes and acts to resolve problems.
 - Customer Focus - provides excellent service to both internal and external customers.

REQUIREMENTS:

- Completion of Grade 10.
- Two months experience working in a public service capacity in a recreation facility
- Satisfactory criminal record check.
- Emergency First-Aid and CPR C, as required.

STANDARDS:

- Support and uphold the established policies and objectives of the Municipality and the division in all areas of activity.
- Will not release or discuss non-routine municipal and departmental business without prior authorization.
- Adhere to all established municipal and departmental rules and regulations.
- Maintain the performance levels set by the division in the execution of all duties and responsibilities.
- Maintain a cooperative working relationship with employees, management, Council and the public.
- Maintain regular communication with supervisors, keeping them fully informed of all non-routine, urgent and/or controversial matters.
- Shall not receive or solicit a subscription, gratuity, or fee for or in conjunction with any service or presumed service performed by him/her as an employee