

**JOB DESCRIPTION**

<b>POSITION:</b>	<b>RECREATION CENTRE CLERK</b>		
<b>DEPARTMENT:</b>	Recreation & Culture (Willistead Complex)	<b>UNION:</b>	C.U.P.E. Local 543
<b>LOCATION:</b>	Various	<b>JOB CODE:</b>	543270
<b>HOURS OF WORK:</b>	33.75	<b>GRADE/CLASS:</b>	0.08
<b>SHIFT WORK REQ'D:</b>	Yes		

**DUTIES:**

Reporting to the Cultural Development Coordinator, this position will be responsible for the following: assist with clerical and telephone duties as assigned; perform duties relevant to registration of participants including the issuing of registration receipts; provide general information to the public as directed; assist with scheduled bookings, programmes and rentals; ensures the custody and care of property, contents, money and equipment by following the facility procedures as per facility guidelines; assists in monitoring facility users and participants; must maintain good relations with the general public and other employees at all times. Will perform Occupational Health & Safety duties as outlined in the Corporation's Health and Safety Program. Will perform other related duties as required.

**QUALIFICATIONS:**

- Must have an Ontario Secondary School Graduation Diploma or Ontario Ministry of Education equivalency;
- Must have over one (1) year of experience in a sales environment;
- Must have the ability to travel to off site locations in a timely and expedient manner as required. If method of travel is by vehicle, a current valid and lawful Driver's licence is required in accordance with the Highway Traffic Act and must provide a driver's abstract as a condition of employment;
- Must possess the ability to communicate effectively both verbally and in writing;
- Must be capable of working with minimum supervision;
- Must have a typing proficiency of 40 wpm;
- Must be available for shifts (both day and evening shifts) scheduled Sunday through Saturday and inclusive of Statutory Holidays;
- Should have knowledge/experience in general office procedures/functions and typing in a computerized office environment using the Microsoft Office Suite of Products, Word and Outlook;
- Knowledge and proficiency in the C.L.A.S.S. program and/or other data base computer applications will be considered an asset;
- Experience in cultural and/or recreational programming is considered an asset;
- The physical demands analysis associated with this job indicates a sedentary level of work.

**In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.**