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JOB OPPORTUNITY: FACILITY ADMINISTRATOR

FACILITY DESCRIPTION

The Credit Union Rec Complex opened in February 2005 so soccer could be played 12 months a year in the Annapolis Valley. Soccer experienced unprecedented growth, from less than 1,000 players in 1985 to over of 5,000 players by 2003. Due to the large open indoor field the Credit Union Rec Complex attracts other sports and users including baseball, rugby, football, and a RC model airplane flying club, just to name a few.

The Credit Union Rec Complex is a true community use facility run by a volunteer Board of Directors

JOB DESCRIPTION

The Facility Administrator is a part-time position. Availability for evening and weekend shifts is mandatory, daytime availability a plus.. The successful candidate is a member of the Operations team and assists with overall building operation, administration and providing a safe environment for facility visitors, participants and the public. Under general supervision, Facility Administrators will assist the Operations team by preparing meeting rooms and facility amenities (field house) for events, programs or other permitted activities at the Credit Union Rec Complex.

Rate of pay = \$15.00/hour

Hours per week = 20- 25 + hours per week

The duties and responsibilities of the Facility Administrator include but are not limited to:

Facility Operations Support

- Assists with overall building operation and providing a safe environment for facility visitors, participants and the public;
- Opens and closes the facility as schedule requires;
- Assist coordinator with administrative duties
- Uploads all scores and game sheets to website.
- Upload all league schedules to website, along with rosters.
- Website maintenance.
- Creating/designing social media posts, answering messages/comments.
- Promote programming for the complex.
- Assist with online registration and payments.
- Helps with scheduling/bookings.
- Answers emails for bookings/registration inquires.
- Help to implement and create programming for the complex.
- Ability to offer programming for all age groups.
- Ensures public compliance with established Credit Union Rec Complex policies;
- Performs facility attendant duties including: set-up and take down of equipment (nets, etc), minor equipment maintenance (inflating balls, repairing nets, etc), updating displays and signage, maintaining

storage room inventory and cleanliness, monitor and control of patron access to the facility, light janitorial and maintenance activities as required between programs as time permits;

- Acts as a member of the on-site emergency response team;
- Completes shift summary ensuring that critical information is recorded and shared with co-workers;
- Adheres to all safety guidelines in accordance with Work Safe Nova Scotia;
- Takes appropriate action to deal with incidents, problems and emergencies and comply with Credit Union Rec Complex Policies and Procedures, including completing incident report forms as required;
- Monitors indoor and outdoor spaces and facility access points (parking lot, doors, etc)
- Attends and participates in operational meetings and training sessions.

Rental and Event Support

- Reviews daily schedule and ensures the required set-up/re-set is in place (nets, equipment, etc) and operational for facility renters and participants and monitors use;
- Performs administrative tasks to support the events and programs;
- Performs clerical work including word processing (daily reports, program and event information), data entry, preparation of statistical reports, maintenance of lost and found records, etc.;
- Locks doors and turns off lights after scheduled events.

Client Experience

- Provide general information and related customer service assistance for in-person inquiries regarding the hours of operation, upcoming events, facility rentals, lost and found items and general inquiries regarding facility services and programs;
- Respond to facility rental client issues and problems promptly with a solution oriented attitude;
- Provide excellent customer service to all clients using Credit Union Rec Complex facilities.

Other Duties as Required

- The Credit Union Rec Complex may change or revise duties and responsibilities from time to time.

QUALIFICATIONS

- Valid Standard First-aid and AED certification
- Experience with Microsoft programs, websites, administrative duties.
- Recreational programming experience would be an asset
- Realisable transportation
- WHIMIS and MSDS training would be an asset
- Completion of Grade 12 and/or equivalent experience
- Available for shift work including evenings and weekends
- Customer service training and familiarity with a variety of computer software programs would be an asset.

As a member of the Credit Union Rec Complex team, the Facility Attendant must consistently demonstrate the following:

- Delivery of an exceptional client service experience;
- Embodiment of professionalism at all times;
- Strong communication and interpersonal skills;
- Capacity to use time and resources effectively and efficiently;
- Commitment to work assignment;
- Ability to work independently in a diverse environment

ADDITIONAL INFORMATION

We appreciate your interest in the Credit Union Rec Complex and we will review your application as soon as possible. Please note that only those candidates selected for an interview will be contacted. As part of our professional commitment to privacy, all candidate information will be kept in the strictest of confidence. All successful candidates will be subject to background check, including criminal record and child abuse registry.

TO APPLY

Please submit your cover letter, resume, and professional references. For further information, or to submit your application please contact Melissa Bahri at melissa@creditunionreccomplex.ca.

Deadline to submit applications is Sept 27th 2022.

The Credit Union Rec Complex reserves the right not to fill this position. The Credit Union Rec Complex invites applications from all qualified individuals; however, Canadians and permanent residents will be given priority. The Credit Union Rec Complex is committed to employment equity and diversity in the workplace and welcomes applications from Aboriginal people, African Nova Scotians, persons with disabilities, visible minorities, women, and persons of any minority sexual orientation or gender identity. Consistent with the principles of employment equity, the primary criterion for appointment to a position is qualifications and professional excellence.