

## Staff Job Descriptions (Samples)

### **Supervisor of Children's Programs**

#### Duties and Responsibilities:

- Planning, organizing and leading daily activities for children/youth such as arts and crafts, sport activities, nutritional and other related programs.
- Playing active games and participating in a variety of activities with children/youth.
- Organize, implement, and supervise various special events both on and off site.
- Provide a safe environment for program participants.
- Respond quickly and effectively in an emergency situation.
- Organize and conduct program planning sessions with other site staff.
- Monitor site facilities; ensure safety of facility daily; report concerns immediately to the President of the Centre.
- Participate in monitoring of budget; provide information and prepare reports as required by the President of the Centre.
- Maintain accurate records of attendance, expenses, schedules, and supply requests
- Arrange for transportation of program participants as required.
- Accompany and supervise program participants to any off site events.
- Attending training workshops and Board meetings as required.
- Perform related duties and responsibilities as required.

#### Qualifications:

- Must be at least 18 years old.
- Have experience working with children ranging from 4 – 14 years of age.
- Some courses in recreation or related field are highly desirable.
- Must possess sufficient knowledge and understanding of the program activities which you will be heading.
- Possess a current First-Aid and CPR certifications.
- Must show an ability to work cooperatively with other staff and be able to express ideas clearly, both verbally and in writing.
- Must be able to pass a thorough background check as required by the city of Winnipeg Police Check and Child Abuse Registry.

## **General Manager**

### Duties and Responsibilities; Position Summary

The General Manager is accountable to the Executive of the Centre, and is responsible for the day-to-day facility operations and development and delivery of recreational, social and athletic programs to the community. This involves the supervision of other paid staff and volunteers, and working closely as a resource to Executive, Committee or Board members in charge of Programs, Sports and Bingo.

This is a full-time salaried management position. The incumbent will work Monday through Friday during the daytime; with specific hours to be determined by the Centre's Executive.

The General Manager will be subject to the completion of a satisfactory three month probationary period, and annual performance evaluations thereafter.

### Programs

- In conjunction with volunteers, administers a comprehensive set of recreation and sports programs to meet the needs of the community.
- Provides leadership in the development of new programs, as and when required.
- Administers a program of volunteerism to assist in the delivery of other Centre programs, sports and activities.
- Keeps current with developments in the fields of sports and recreation.
- Acts as liaison with City of Winnipeg authorities.
- Administers the Canteen operation, in conjunction with volunteers, including the ordering of supplies, scheduling of staff, and keeping proper records and controls.
- Act as liaison between the Board of Directors and Centre users and parents.

### Office

- Participates in the recruitment and dismissal of all employees at the Centre.
- Reviews and approves payroll of other staff prior to processing.
- Applies for and administers all grants on behalf of the Centre.
- Attends all meetings of the Board of Directors and Committees.
- Ensures proper records are kept
- Develops and recommends operating policies and procedures for the Centre to the Board of Directors for approval.
- Recommends necessary fees and fee changes for various programs, sports, and services to the Board of Directors.
- Prepares and administers an annual budget for the Centre.
- Administers registration for various programs and athletics at the Centre.

- Administers Hall Rental bookings.
- Negotiates and administers all service contracts.

### Building

- Schedules and oversees work done in the Centre by outside contractors.
- Ascertains daily work to be done, staff or volunteers required to do it, the priority of the work, and schedules it accordingly.
- Oversees daily and preventative maintenance and general caretaking performed by other Centre employees or volunteers.
- Orders and receives all supplies required by the Centre.
- Arranges for the set up and clean up for bingos and socials.
- Identifies, costs and otherwise evaluates all projects of a major upgrading or capital nature for consideration and approval by the Board of Directors.

### Grounds

- Ensures all grounds including fields, tennis courts, rinks, wading pool areas, and playgrounds are safe and well maintained.
- Ensures snow clearing from parking lot and entrances is performed on a timely basis.
- Schedules and oversees grounds and other outdoor work at the centre performed by outside contractors.

### Supervisory

- Supervises all paid Centre staff.

### **Administrative Assistant**

#### Position Summary

The Administrative Assistant is responsible for a variety of jobs pertaining to the clerical requirements and record keeping of the Community Centre. She/he is required to work independently, with general direction being available from the Executive (or General Manager). She/he will also be required to assist all other Directors on the Board.

This is a part-time position: the basic work week consisting of 10 hours. This is subject to change (more or fewer hours) depending on the workload. Hours of work will be at the direction of the Executive/General Manager.

The incumbent of this position must complete a satisfactory 3 month probationary period and will be subject to yearly performance evaluations.

## Duties and Responsibilities

- **Payroll** – Bi-weekly or semi-monthly payroll for all full time and part time employees of the Community Centre. Accurate records for the Community Centre and Receiver General are included in the function.
- **Filing** - General filing to be done in accordance with different areas of the Community Centre.
- **Mail** – All mail arriving at the Community Cheer must be date stamped and distributed as necessary. Invoicing and general correspondence is also required.
- **Mailing Lists/membership lists** – Databases must be maintained and available for the different areas of the Community Centres. Attendance at Spring and Fall registrations is also required.
- **Accounts payable/accounts receivable** – Accurate records must be kept in accordance with the Treasurer's requests. Preparing of all cheques for the signing authorities to be done on a weekly basis.
- **Banking** – All deposits must be done on a weekly basis at the Community Centre's banking institution. Deposit books and slips must also be monitored.
- **Monthly meetings** – Attendance at monthly Board meetings is also required. Minutes must be recorded, typed and distributed to all Board members within one week of the meeting date.
- **Public Relations** – the incumbent must have good skills in dealing with people, both in person at eh Centre and on the phone.
- **General Tasks** – May include any tasks required by Board members. Examples include such things as preparing Ice Convenor lists, making signs and posters, registering teams and helping to plan events.

## **Caretaker/Janitor**

### Duties and Responsibilities

- Check and clean all washrooms, showers, change rooms, and canteen daily to maintain a neat and tidy condition.
- Set up and take down for daily functions
- Keep all entrances and exits clear of snow and ice, and shovel all sidewalks.
- Check all building lights and exterior lights daily.
- Wash walls and windows as needed.
- Wash and wax floors as needed.
- Report any damage to the president.
- Check and maintain furnaces and water heaters.
- Order cleaning/maintenance supplies.

- Cut grass, plant flowers, etc. to keep the grounds in a neat condition. Pick up garbage daily.
- Enforce the centre's rules.

#### Qualifications

- Must be 18 years or older
- Must be a self-starter.
- Must be able to follow procedures with little or no supervision.

#### **Icemaker**

#### Duties and Responsibilities

- Put in ice initially
- Put in lines
- Flood ice on agreed schedule
- Clean and maintain ice daily
- Check and maintain all ice equipment

#### Qualifications

- Must be 18 years or older
- Have previous ice making experience
- Have experience in the maintenance and operation of all equipment involved in the making and maintenance of ice.,
- Be willing to work around ice usage schedule i.e. early mornings and/or late evenings.