



The Corporation of the Township of Algonquin Highlands Employment Opportunity

The Township of Algonquin Highlands Parks, Recreation and Trails Department is seeking applications from experienced, qualified individuals to fulfill the following position:

Position: (1) **Recreation Centre Attendant**

Location of Work: Dorset Recreation Centre, 1051 Main St., Dorset, ON

Term: Casual

Reports to: Recreation Coordinator or designate.

The preferred candidate will possess the following qualifications:

- Related education and work experience.
- Effective customer service, communication and interpersonal skills.
- Facility cleaning and recreation related equipment maintenance experience.
- First Aid/CPR Level "C"/AED certification.
- Knowledge of Occupational Health and Safety and WHMIS.
- Proficiency with computers including Microsoft Word, Excel, and recreation management related software.

Hours: This is an on-call position to cover employee absences, which includes weekdays and weekends.

Wage: \$22.42 per hour.

The Township of Algonquin Highlands is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process, upon the request of the applicant. Please advise in advance if you require accommodation.

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act and will be used only for candidate selection.

We thank all applicants; however, only those selected for an interview will be contacted.

Please submit your cover letter and resume by **3:00pm on Monday, September 30, 2024** to:

Dawn Mugford-Guay, Human Resources Coordinator
Township of Algonquin Highlands
1123 North Shore Road, Algonquin Highlands, Ontario, K0M 1S0
Email – dmugfordguay@algonquinhighlands.ca