



Student Employment Opportunity (2 Positions) **Recreation & Event Assistant**

Position Summary

The Town of Placentia is seeking two enthusiastic and reliable students to assist with the supervision, maintenance, and programming support for the Unity PARC Arena indoor walking track and multi-sport court. These positions will involve direct interaction with facility users, basic custodial tasks, event assistance, and light administrative work including facility bookings.

Location: Unity PARC Arena – Indoor Walking Track & Multi-Sport Court

Salary: \$18 for 28 hours per week

Work Schedule: Day, Evening, Weekends

Key Responsibilities

Facility Oversight & User Support

- Greet and assist patrons using the walking track and indoor multi-court
- Monitor facility use to ensure safety, fair play, and adherence to Town policies
- Set up and take down equipment for various recreational activities
- Track and report usage statistics

Maintenance & Cleaning

- Conduct light cleaning duties including:
- Sweeping and mopping the floors
- Emptying garbage bins
- Wiping down equipment and benches
- Ensuring washrooms are clean, stocked, and sanitary
- Assist with regular facility inspections and report maintenance issues as required

Administrative Duties

- Assist in booking the indoor floor for activities, groups, or events
- Help maintain a booking calendar and respond to public inquiries
- Maintain usage logs and support minor record-keeping duties

Community Event Support

- Assist with community events, both indoors and outdoors
- Distribute promotional material or help direct attendees as needed

Qualifications

- Must be at least 19 years old, as per the Age of Majority Act (N.L. 1995 c A-4.2)
- Friendly, reliable, and able to work independently and as part of a team
- Excellent communication and interpersonal skills
- Comfortable engaging with members of the public
- Capable of light physical work, such as moving equipment and light cleaning
- Previous experience with recreation is an asset
- First Aid/CPR certification (or willingness to obtain) is an asset
- Clear Code of Conduct (or willingness to obtain)
- Clear Vulnerable Sector Check (or willingness to obtain)
- WHIMIS Certificate (or willingness to obtain)

Work Conditions

- Primarily based at Unity PARC Arena with the possibility of other Town of Placentia properties
- Includes indoor work with occasional outdoor event support
- Shifts may include evenings and weekends, based on facility bookings and event schedules

Interested candidates should submit a cover letter and resume outlining their qualifications and experience to townofplacentia@placentia.ca by Wednesday, June 25th, 2025, at 3:00pm.