

City of Pembroke

Riverside Supervisor Job Summary

Parks and Recreation

Reporting to the Recreation Programmer/Program Assistant

Rate of Pay - \$20.41 per hour

Education, Skills, Abilities

1. Current First Aid and CPR level "C" certification;
2. Must display effective interpersonal, communication and customer service skills;
3. Must be comfortable in and around water;
4. Capable of operating a cash register, handling cash, deposit slips and bank deposits;
5. Self-motivated and able to work with minimal supervision; and
6. Capable of operating all equipment at the facility and have basic maintenance skills.

Responsibility:

Reporting to the Recreation Programmer/Program Assistant to supervise and provide direction to the summer staff at Riverside Park and efficiently carry out the day to day requirements for the orderly administration, maintenance and operations of the Pembroke Marina. Act as a Tourism Ambassador, welcome visitors and the general public in a friendly and courteous manner and to provide tourist information when requested.

Duties

1. Keep administrative building, other Park facilities and ground areas cleaned and maintained in accordance with the posted task checklist(s);
2. Perform all required functions in the management of the Mini Golf facility, Horseshoe Pits, Tent/Trailer Park to maintain proper order and cleanliness;
3. Responsible for the accurate completion of all Tent/Trailer registrations and able to allocate tents/trailer according to size and awareness of the tourists' needs;
4. Accountable for selling supplies, collection of fees, handling cash and maintaining daily deposit slips and balance receipts;
5. Empty and provide for deposit on a daily basis the cash receipts from the laundry facilities, etc;
6. Answer the telephone promptly and politely provide information as the need arises;
7. To assist other City employees in daily maintenance and operations as required;
8. Assist in security of overall facilities;
9. Must embody a strong customer service focus and public relations image toward the general public; be capable of providing information regarding points of interest and summer activities within the City of Pembroke and surrounding areas.
10. Perform any other related duties as may be required or assigned by your supervisor.

Hours of Work:

Up to forty (40) hours per week, varies shifts; including evenings, weekends and statutory holidays.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this position.

As a condition of employment, candidates sign a Confidentiality Agreement.