



Proposed Start Date: November 1st, 2017	Accepting Applications until all positions are filled
Job Title: Facility Attendants	Reports to: Program Coordinator-Fieldhouse
Location: South Winnipeg, Manitoba	Hours: 15-20 hrs/week (part time; 3-5 shifts/week)
Salary: \$13.00/hour	

Summary

The Dakota Community Centre – Jonathan Toews Sportsplex, located in south St. Vital in Winnipeg, is looking to employ up to 10 enthusiastic and hard-working facility attendants who thrive on client-first service and working with people of all ages and abilities.

Reporting to the Program Coordinator-Fieldhouse & Fitness the attendants will assist in the day to day operation of the brand new 60,000 sq.ft. Dakota Fieldhouse. Duties include, but are not limited to, set up and takedown for a variety of sport, recreation and wellness activities in the Fieldhouse and Jonathan Toews Sportsplex, general cleaning and maintenance, client interactions both in-person and by phone and program and membership registrations and transactions. Tasks may require lifting and physical work.

The Facility Attendant positions will appeal to someone who is self-motivated, an exceptional team player, adaptable, reliable and client-focused. The positions will also be of interest to individuals looking for flexible work schedules that may compliment other school, work or personal commitments.

Please note that Dakota Community Centre does not discriminate on the basis of age, gender or culture for this role.

Key Roles and Responsibilities

- Assist team with facility set ups & takedowns
- Assist with opening and closing of buildings; ensuring all doors are locked and secured
- Periodic cleaning of fitness equipment
- Provide equipment orientations
- General reception duties including, greeting visitors, answering phones and providing information/answering questions regarding DCC programs and services and/or appropriately redirecting inquiries.
- Light cleaning duties and tidying throughout the facilities as necessary
- Lead facility tours & orientations to prospective clients
- Process membership applications and various forms of payment
- Assists in collection of membership cards and distribution of access cards and wrist bands
- Monitors use of the facilities to ensure those present are registered to be in the buildings
- Monitor the safety of all activities and programs and respond to any safety concerns

Qualifications

- Must be a minimum of 16 years of age at time of employment
- Must be available to work a variety of shifts including early mornings, weekends, evenings and statutory holidays if required
- Valid Standard First Aid, CPR and AED certificate is desired or in progress
- Working knowledge of Microsoft Office and other basic computer skills
- Must be able to complete a successful Criminal Record Check or have successfully passed in the last 6 months
- Eligible to work in Canada

For Further Information

We invite interested people to apply to us by **Friday, October 27 at 4:00 pm**. You may drop off your cover letter and resume at the front desk in hard copy or via email to the attention of Jared Neufeld at jared@dakotacc.com.

Benefits of Working at Dakota Community Centre

Our objective is to provide our employees with a safe and healthy workplace. We seek diversity in our workplace and foster a place of service to the community.

The Centre is on a major bus route for easy access and/offers free parking and a vibrant team atmosphere.

About Dakota Community Centre Inc.

With our Mission of being ***a gathering place providing excellence in sport and recreation for everyone***, Dakota Community Centre is one of the largest and most successful community centre operations in the City of Winnipeg. Serving nearly 12,000 households in South St. Vital for more than 30 years, Dakota CC offers a broad range of sport and recreation programs for catchment area members and beyond. In addition to the current ***Jonathan Toews Sportsplex***, which includes a twin ice pad, gymnasium, office space and other multipurpose space, the brand new 60,000 sq.ft., multipurpose Dakota Fieldhouse was officially opened on October 12, 2017.