



**Position:** Open Gym Facilitator (2 positions available)

**Status:** Casual (Sunday Mornings, 8:45-11:15 AM, January 8<sup>th</sup> – March 26<sup>th</sup> 2023)

**Department:** Community Development

**Reports to:** Active Living Coordinator

**Location:** St. Andrew Junior School

**Wage Rate:** \$13.60/hr

**Date of Description:** November 2022

### **General Accountability**

Reporting to the Town of Antigonish Active Living Coordinator, Open Gym facilitators will be responsible for managing on-site Open Gym session logistics. Sessions will be 2 hours, with facilitators paid for 2.5 hours to account for the expectation of early arrival and tidy-up at the end.

### **Working Conditions and Physical Environment**

Sessions are intended to provide a space for citizens to drop-in, free of charge, and have an opportunity to play. Equipment will be provided, and participants are welcome to bring their own. There will be gymnasium space available for older children, youth, and adults. There will be an additional smaller area targeting preschoolers, toddlers, infants, and their families.

### **Responsibilities**

- Communicate with Active Living Coordinator as needed
- Attend each session of Open Gym and ensure a welcoming space is provided for all participants (greet participants, ensure equipment is out and ready to use, put up welcoming signage, engage with participants in conversation and play when appropriate)
- Ensure all new participants have signed Town of Antigonish participation waiver
- Ensure smooth operation of the sessions by checking spaces for safe and appropriate use
- Ensure spaces and equipment are organized following each session
- Coordinate with substitute staff member(s) if required
- Post program cancellations on social media if necessary (i.e. bad weather)

### **Qualifications and Special Requirements**

- Must be at least 16 years old
- Must provide a recent Criminal Record check with Vulnerable Sector Check
- Must have a valid First Aid/CPR certification
- Must have reliable transportation to/from worksite

### **Additional Skills and Abilities**

- Must be able to work as part of a team
- Must have good communication skills
- Experience as a leader of recreational programming is an asset

**How to Apply**

Closing date is December 9, 2022, 12:00 PM. To apply for this position, please submit your cover letter and resume to Emily Stephenson, Active Living Coordinator, at [recreation@townofantigonish.ca](mailto:recreation@townofantigonish.ca). Applications submitted beyond this date and time, or incomplete applications, will not be accepted.

We thank all candidates for their interest, however only those under consideration will be contacted.