

The Corporation of the Municipality of Temagami

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Job Description

Job Title: Parks & Recreation Assistant – Part-Time (1-Year Contract)

Organization: The Corporation of the Municipality of Temagami

Reports To: Recreation Coordinator / Facility Operator

Position Overview

The Parks & Recreation Assistant will support the planning and delivery of recreational and cultural programs, special events, and municipal facility operations. This part-time, 1-year contract position requires flexibility to work evenings, weekends, and holidays as needed.

Essential Job Functions

- Assist with the coordination and delivery of municipal recreational and cultural programs.
- Support the Recreation Coordinator / Facility Operator in planning, organizing, and running community events.
- Provide support for facility rentals, scheduling, set-up, and clean-up.
- Carry out maintenance and janitorial duties to ensure facilities are clean, safe, and well maintained.
- Assist with arena operations including ice maintenance, cleaning, and equipment care.
- Run ice programming such as public skating, shinny, and pickup hockey.
- Assist with operation of the canteen and skate sharpening services.
- Learn and assist with operation of the ice resurfacer.
- Conduct operations and daily checks of the chalet and water system.
- Perform regular inspections of municipal assets including the chalet, arena, parks, outdoor sports facilities, recreational swimming areas, walking trails, Temagami Tower tourist attraction, and associated amenities.
- Support groundskeeping activities including garbage collection, grass maintenance, gardening, and general upkeep of public areas.
- Help prepare and distribute promotional materials such as posters, flyers, and social media content.
- Maintain inventory of recreation and event supplies.
- Support basic asset management practices by maintaining records of equipment use, condition, and maintenance requirements.

- Assist with volunteer coordination during community events and programs.
- Perform other duties as assigned.

Qualifications / Requirements

- High School Diploma.
- Experience in recreation programming, facility operations, or events support an asset.
- ORFA courses in ice plant maintenance would be an asset.
- Willingness to learn the operation of the ice resurfacer.
- Familiarity with or willingness to learn asset management practices.
- Strong communication and organizational skills.
- Ability to work evenings, weekends, and holidays as required.
- Valid Ontario Class G driver's license preferred.
- Current First Aid / CPR certification (or willingness to obtain).
- Vulnerable Sector Check required.

Working Conditions

- Involves physical activity including lifting (up to 30 lbs), set-up and take-down of equipment, and participation in recreation programs.
- Work may take place indoors and outdoors in varying weather conditions.
- Schedule includes evenings, weekends, and holidays depending on program and facility needs.