

Position: Building Maintenance Assistant

Availability: Full Time from May 1 – August 31, 2024

Pay: \$17.00/hr

WRCA operates a renovated 10,000 ft² community centre. We maintain outdoor rinks, pickle ball/tennis/sport courts, community gardens, sports/soccer fields and a baseball diamond. The Building Maintenance Assistant will be a self-starter, identifying and completing projects daily, weekly & monthly. They will conduct regular checks of the facility and its equipment for safety. They will gain a working knowledge of our tools and equipment (tractors, sweepers, mechanical room) and a desire to learn. This candidate will be responsible for grounds keeping & upkeep of our seasonal landscaping (lawn/snow) and ensure indoor and outdoor facilities are ready for functions.

The Building Maintenance Assistant will collaborate and assist our staff & volunteers with events and help with community programs & initiatives. They will also be asked to help document their role's Standard Operating Procedures, to assist us in the training and development of future staff.

Client Services

The Building Maintenance Assistant is often the face of the organization while they work outside, help with setting up and clean-up of facility rentals and maintain our recreation spaces. They may be on the receiving end of member complaints or community concerns, and as such, will be coached in conflict resolution and customer service.

Teamwork

Team members are encouraged to build lasting, professional relationships. Feedback and ideas are continually sought from the team to boost their work experience and morale, as well as encourage collaboration. Our supervisory and mentoring plan will allow all grant students to foster team building, develop negotiation skills, gain confidence in conflict resolution and communication, and cultivate project management skills.

Communication

The WRCA strives to communicate in a variety of ways to respect everyone's differing ways of learning. New ways of communication are being explored (virtual learning seminars, training videos, podcasts). Regular meetings are held across departments to ensure everyone has an understanding of current and relevant operational procedures. Staff are encouraged to voice questions, concerns and feedback in a group setting, or directly to their mentor or supervisor.

Digital Skills

The WRCA will ensure all team members have the ability, understanding and tools required to perform their job. This includes knowledge of the computer programs employed by the WRCA, and how to input, read and interpret their data. They will be given an internal email address, and access to an instant messaging system for quick digital communication. They will be encouraged to explore and learn new

software programs, such as Canva and the O365 Suite, that will be of benefit in their role as Camp Counsellor, and future job opportunities.

Leadership

Candidates are encouraged to take initiative and actively seek out ways of improving the organization and its practices. Team projects will allow them an opportunity to communicate, share resources, and manage conflict within their team.