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| **POSITION TITLE:** | **Recreation Facilities Administrator** |
| **REVISION DATE** | **March 9, 2026** |
| **REPORTS TO:** | **Manager of Recreation and Facilities** |
| **POSITION SUMMARY:** | Under the direction of the Manager of Recreation and Facilities, this role will provide administrative support for the East Hants Sportsplex, East Hants Aquatic Centre, and Lloyd E Matheson facility operations. This role will be the first point of contact at the Welcome Desk at the East Hants Sportsplex during weekly daytime operations, will provide support for contract management and facilities operations including documentation and record-keeping, will manage payables and other administrative tasks related to finance, and will support the administration of the Municipality's Recreation Software and other POS services. |

| TASK NO. | DESCRIPTION |
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*Position Descriptions are intended to provide an outline of the general areas of responsibility and duties associated with a given position. Position descriptions are not intended to capture the full breadth of tasks and/or assignments an employee may be directed to complete at any given time. East Hants reserves the sole and unfettered right to make changes to this position description, as required by the organization, without impact upon the employment relationship.*

# JOB DUTIES & RESPONSIBILITIES

## 1. Reception (30 %)

a) *Reception Services* – Act as first point of contact for the Welcome Desk at the East Hants Sportsplex during weekday operations. Greet users of the facility, provide direction and facility information, register users for programs, and process payments.

b) *Public Inquiries* - Respond to basic inquiries from the public about the facility by telephone or email, coordinating with other staff members as necessary.

## 2. Administrative support (35%)

a) *Administrative support* – Provide support to department as requested.

b) *Office Duties* – Process and receive mail and deliveries, maintain office supplies, and assist with ordering other materials for facilities as needed.

c) *Recreation Software & POS Support* - Provide administrative support for the Recreation Software and other POS systems the Municipality uses at Recreation Facilities.

d) *Logistics Support* - Coordinate meetings, order/pick-up refreshments, take minutes of meetings and distribute.

e) *Facility Maintenance Support* – Record-keeping for contract management (insurance, contact information), scheduling of contractors.

f) *Safety* - Provide administrative support for safe work procedure documents and emergency management planning.

g) *Records Management* – Management and filing of records for the department.

## 3. Financial Administration (35%)

a) Assist with preparation of budgets, provide support for monthly projections and financial reports.

b) Prepare and support the processing of all requisitions and purchase orders through the financial system.

c) Provide support for all procurement activity as required.

# REQUIRED QUALIFICATIONS AND TRAINING

*Education and Experience*
- Completion of a community college level certificate or diploma in an administrative support service discipline.
- 1 year of related experience, experience in a recreation or sports environment is an asset.
- Equivalent combination of education and experience will be given consideration.

*Knowledge, Skills, Abilities*
- Strong skills with Microsoft Office; Recreation or Financial Software experience would be an asset.
- Ability to contribute to a positive, customer service-oriented culture, and able to work cooperatively with others.
- Excellent writing and editing skills.

*Working Environment*
- This role works at the Welcome Desk in a sporting and events environment, noise and crowds can be a common occurrence.
- Schedule: Monday-Friday 8:00 am to 4:00 pm.

**Approval of Job Description:**

| CAO's signature | CAO's Name (print) | Date: |
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*Job Description has been received and job duties reviewed with me:*

| Employee's Signature | Employee's Name (print) | Date: |
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