Corporation of the Town of Marathon
Position Description

Position Title: Special Events Worker

Reports to: Parks and Recreation Coordinator

Position Description: Responsible for monitoring the terms and conditions of facility rental agreements, particularly with respect to the Municipal Alcohol Policy, and provides general assistance to individuals or groups hosting special events

Responsibilites:

1.   Prior to program starting or at the start of the shift, checks facility and grounds for garbage or hazards, contacts event coordinator(s), checks first aid kit and restocks when required, wears identifying clothing or personal protective equipment as required.

2.   During and after shift, report any problems to Recreation Operator during regular operator hours or to the Manager On-Call after regular hours.

3.   Patrol washrooms, entrances, mechanical and other inside areas, parking lots and building perimeter on a regular basis and replenish supplies where necessary

4.   Check garbage cans, dispose of garbage in bins and replace garbage bags when necessary.

5.   Is familiar with the rules of the Municipal Alcohol Policy, and Special Occasions Permit if applicable, and actively ensures they are being followed by the event coordinator(s).

6.   Provides first aid and completes incident/accident reports when required. Completes a report of the event and activities including damage, problems encountered and recommendations for future events and submits to Manager.

7.   Promotes safety to prevent accidents, is polite but firm in enforcing rules and provides a fun and safe experience.

8.   Is familiar with all emergency procedures.

9.   Works safely in accordance with Occupational Health & Safety Act and Regulations

10.   Performs other duties that may be required.

Qualifications:

- Minimum of one (1) year of secondary-level education
- Valid standard first aid certificate
- Valid Class "G" driver's license and SmartServe training are assets
- Ability to effectively communicate with public
- Able to work independently and unsupervised