



# Job Vacancy

**Position:** Recreation Assistant  
**Job Posting:** CD004-014-2026  
**Department:** CDES  
**Division:** Recreation & Culture  
**Status:** Part Time

**Wage Range:** \$24.65  
**Job Class:** 8  
**Shifts:** < 30 hours/week  
**Posted:** February 12, 2026  
**Closes:** February 20, 2026, 4:30pm

The Recreation Assistant will assist with the development and operations of various City venues; including Roberta Bondar Park, Roberta Bondar Marina, Bellevue Marina, etc., providing outstanding customer service and contribute in organizing memorable events that meet quality expectations.

**Primary Duties and Accountabilities include but are not limited to:**

- Assist community members and groups to plan and provide activities, programs and services at Roberta Bondar Park, Skate Park and other venues.
- Ensure that groups receiving permits to host events at the Roberta Bondar Park Tent Pavilion involving the consumption of alcohol are aware of and meet the requirements outlined in the Alcohol Risk Management Policy.
- Assist in the scheduling and coordinating of on-site requirements, purchase of supplies, etc. for various facilities
- Assist in the administration of recreational/cultural programs and special events/festivals to include: activity development, staffing implementation and supervision. (i.e., Canada Day).
- Assist in the development and updating of facility operation and maintenance manuals as required for specific areas
- Prepare and distribute facility use permits, when required.
- Assist with operations at Marina's to include registration of vessels, collections of fees, sale of products and services and the maintenance of the building and grounds.
- Assist with the preparation and distribution of staff schedules.
- Assist with the supervision of summer students inclusive of recruitment and selection, training, directing work assignments and ensuring students are working safely and with the proper equipment.
- Available evenings and weekends.
- Perform other duties as required.

**Qualifications:**

- University Degree and/or College Diploma, or working towards, in a related field, e.g. Recreation Management, Parks, Facility Management, Hospitality and Tourism, etc.
- Smart Serve
- One year in a related field, e.g. marinas, facility management, recreation management, etc.
- Computer literacy in a Microsoft environment including Excel, Word and Outlook.
- Ability to read, write and communicate to perform the duties of the position.
- Customer service skills.
- Ability to organize time effectively to perform the duties of the position.
- Ability to meet and interact with people in a pleasant and professional manner.
- Working knowledge of general office equipment, including cash registers and POS terminals.
- General knowledge of facility operation/maintenance and management.
- Knowledge of ActiveNet., is an asset.
- First Aid and C.P.R. certification, preferred
- Industry Canada Restricted Radio Operator's Certificate, preferred
- Municipal Swim Certificate, preferred.
- Physically able to perform the work as per the Physical Demands Analysis of the job (repetitive bending and lifting over 10kg is required, long periods of standing and walking).

**To apply for this exciting opportunity, please provide a cover letter and resume highlighting your qualifications to:**

**Email** [human.resources@cityssm.on.ca](mailto:human.resources@cityssm.on.ca)  
**Subject line** CD004-014-2026 Recreation Assistant

- ❖ *The Corporation of the City of Sault Ste. Marie is an inclusive employer. Accommodation is available in accordance with the Ontario Human Rights Code and the Integrated Accessibility Standards Regulation, Part III, Employment Standards.*
- ❖ *In accordance with the Municipal Freedom of Information & Protection of Privacy Act, all information is collected under the authority of the Municipal Act, 2001, and will only be used during the selection process for the subject posting.*