



Job Title	Manager's Job Title	Department
Summer Student – Tot Lot	Manager of Parks and Recreation	Parks and Recreation

## Summer Student – Tot Lot

### **Reports To**

Manager of Parks and Recreation

### **Position Summary**

Under the direction of the Manager of Parks and Recreation performs tasks related to the operation and maintenance of the Battleford Tot Lot. This includes supervising the pool patrons, maintaining pool water quality as well as planning and delivering children's activities. This is a direct, hands-on in-scope position that is included in the Collective Bargaining Unit CUPE Local 3003. The position is not subject to annual layoff and recall notices.

### **Competencies**

- Accountability - Takes ownership of personal workload.
- Communication - Expresses and transmits information with consistency and clarity.
- Conflict Management - Foresees potential conflict and takes preventative steps. Handles conflict when it arises; assisting with resolution or determining solutions.
- Decision Making - Makes concrete, well-informed, and thought-out decisions that support the overall organization. Has the ability to make quick, effective decisions even when data and details are limited.

### **Job Duties**

- Perform tasks related to keeping the paddling pool clean and safe. This includes: conducting water tests, adding pool chemicals, vacuuming, and skimming the pool.
- Supervise the pool patrons and enforce facility rules.
- Ensuring the playground area is safe and free of garbage.
- Work with co-workers to plan and initiate children's activities including crafts, games, contests, and special events.
- Complete all appropriate records, forms, and logs as required.
- Complete daily janitorial of facility washrooms and staff areas.
- Schedule school field trips. Answer phone calls and respond to inquiries.



## **Job Requirements**

- Knowledge of various activities, games, and crafts suitable for youth between the ages of 5 to 11 years.
- Ability to effectively communicate both verbally and in writing.
- Ability to work under supervision and to work independently; to follow oral and written instructions; and to meet and deal tactfully with the public.

## **Preferred Courses and Certifications**

- First Aid and CPR
- WHMIS 2015
- Pool Operators
- Certificate in Play Leadership (HIGH FIVE)

## **Work Conditions**

- Extended periods of standing, and other physically demanding conditions.
- Hazards associated with conducting work outdoors.
- Exposure to pool chemicals.
- Use of required personal protective equipment.
- Shift work required including evenings, weekends, and holidays.
- 30 – 35 estimated hours per week.
- Expected employment is from the 4<sup>th</sup> week in May to the 3<sup>rd</sup> week in August.

## **Rate of Pay**

- \$19.18 per Hour (CUPE 2026)

## **Posting Closing Date:**

- Internal/External March 12, 2026