

# DAWSON CITY, YUKON

## RECREATION ASSISTANT LABOURER

### TERM – Position

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The City of Dawson is seeking applications for a TERM Recreation Assistant Labourer. The position is responsible for assisting with the general maintenance of recreation facilities, parks and greenspaces, implementing recreation programming and administrative support. Duties include but are not limited to: attending to the arena during hours of operation, ice maintenance and tasks associated with the care and upkeep of parks, playgrounds, trails and facilities, assisting in recreation programming and office work when required.

This term position commences immediately and terminates in October, 2024.

**Please submit your resume and cover letter clearly demonstrating the qualifications outlined below, as selection for further consideration will be based solely on the information you provide.**

- Grade 12 or GED
- Experience with participant supervision
- Experience with landscaping and lawn care equipment
- Experience in light maintenance duties, such as painting and carpentry
- Computer literacy and ability to use Microsoft Outlook, Word, and Excel
- Excellent communication skills, both oral and written
- Ability to resolve conflict and foster unity
- Ability to work effectively as part of a team, receive direction and work independently
- Discretion, tact, compassion, good judgment and cultural sensitivity
- Ability to establish and maintain professional working relationships with staff, and the public
- Ability to work flexible hours including evenings and weekends
- Ability to maintain confidentiality
- Class 5 Driver's Licence
- Standard First Aid and CPR Level C and AED Training
- WHIMS

**Conditions of employment:**

- Clear RCMP Criminal Reference and Vulnerable Sector Check;

A job description is available upon request.

**Closing Date:**

This posting will remain open until the position is filled. Please submit a current resume and cover to the City of Dawson Administration Building. Applications to this position may be submitted by mail or email to the following:

**Shelly Musyj,**  
**Human Resources Officer**  
PO Box 308  
Dawson City, Yukon Y0B 1G0  
[hro@cityofdawson.ca](mailto:hro@cityofdawson.ca)

**Salary & Benefits:**

This is a Union position, salary and benefits shall be in accordance with the Collective Agreement. The position is classified as level 1 with a salary of **\$24.63 to \$29.56** based on experience, with evening, weekend and holiday work required.

**In accordance with the Collective Agreement, internal candidates will be given first consideration.  
We thank all applicants, but only those selected for further consideration will be contacted.**

To learn more about our community and what we have to offer please visit our website at [www.cityofdawson.ca](http://www.cityofdawson.ca)