



Fort Smith

NORTHWEST TERRITORIES

P.O. Box 147 • Northwest Territories • X0E 0P0

Position: Community Services Assistant I

Location: Fort Smith Community and Recreation Centre

Status: Casual

Closing Date: September 9, 2026

The Town of Fort Smith is seeking two motivated professionals for the position of Community Services Assistant (I). Reporting to the Recreation and Special Events Coordinator, the Community Services Assistant (I) will be responsible for customer service including facilities booking, collecting and handling cash and producing daily cash out reports, collecting and generating user statistics, maintaining files and records, monitoring patrons and attendees, and ensuring that the facilities and equipment are clean and safe for use. Shift and weekend work are the norm.

OUTLINE OF THE POSITION

The incumbent serves patrons of recreation facilities by processing bookings and memberships; using cash register and completing cashouts, opening and/or closing the recreation centre, completing security checks, ensuring proper behavior on the part of program patrons and enforcing the Town's Health and Safety policies where patrons are concerned.

This position will assist in cleaning in and around the building of the recreation facilities, collects and disposes of waste and debris around the facilities, assist with event set up and cleaning, assist with the preparation and delivery of programs, provide direction and assistance to patrons, instruct them on the rules and guidelines of proper participation in games and various recreational activities, and assist with the set up and breakdown of facilities and/or equipment as well as storage of equipment.

EDUCATION & SKILLS REQUIRED

The Community Services Assistant (I) is expected to have the following education, work experience and skills.

- Completion of Grade 10 or equivalent.
- Previous customer service experience.
- Experience in creation, implementation and/or delivery of programs is considered an asset.



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- First Aid and CPR certification would be an asset.
- Satisfactory Vulnerable Record Check is required.
- The work may be physically strenuous and demanding. Ability to perform lifting, pulling, and managing equipment and objects will be required.
- Shift, evening, weekend and statutory holiday work will be required.
- Ability to take initiative and complete tasks independently while meeting deadlines.

SALARY & BENEFITS

- Pay Level/Range: Level 12 (\$64,985.95 - \$73,978.45)

TO APPLY:

Submit your resume and cover letter to humanresources@fortsmith.ca