

Facility Service Associate **HB Studios Sports Centre, Bridgewater, NS**

Company: HB Studios Sports Centre ~ South Shore Fieldhouse Society provides an intergenerational, recreational facility to community members in the Town of Bridgewater, the Municipality of Lunenburg and beyond. HB Studios Sports Centre is a positive environment where people take part in fun, recreational activities to stay active and maintain their physical and mental wellbeing!

Job Description: Your main responsibilities will be to provide visitors and users to the Sports Centre, spectators and athletes with the best experience possible by being respectful, friendly and informative. You will also be required to use computer programs to maintain accurate records and develop marketing material (Facebook posts/posters) and maintain a high level of cleanliness in the facility throughout your scheduled shifts. On a day-to-day basis, you will be expected to greet users in a friendly and respectful manner, market current events and activities to user groups, help set up and take down from events, ensure the safety and security of the facility, and ensure the facility and equipment is clean and sanitized. To achieve this, you may be responsible for opening and closing the facility and ensuring the building is secured. Your work will enable HB Studios Sports Centre to provide the South Shore with a positive, clean and safe recreational experience.

Requirements and Qualifications: You will be honest, energetic, reliable, self-motivated, friendly and can work independently or as a team. You will have experience in customer service and experience working with computer-based programs. You must be able to lift 50 lbs. You will have strong skills in time management, organization skills, leadership, and great communication skills. You will be willing and able to work 20-35.5 hours a week; mostly daytime shifts but could be required to work an occasional evening or weekend shift. You must be willing to start immediately.

How To Apply: Applications may be submitted by email or dropped off between 8AM and 3 PM Monday to Friday to:

HB Studios Sports Centre
manager@hbssc.ca

civic address: 543 Glenn Allan Drive Bridgewater, NS, Bridgewater, NS

Mailing address: 100 High St., Box 115, Bridgewater, NS B4V 1V9

Attention: Shelly Skinner

HB Studios Sports Centre Manager