



The Recreation and Parks Department requires a **PART-TIME PROGRAM REGISTRAR.**

RESPONSIBILITIES:

- Administer a computerized registration program which includes; program set up, maintaining client database, inputting registrations, processing payments, maintain records and generating reports
- Provide phone and counter customer service
- Perform general office functions

QUALIFICATIONS:

- Advanced working knowledge of Windows 2002 and Microsoft Office
- Demonstrate exceptional quality customer service
- Excellent written and oral communication skills
- Attention to detail
- Ability to multi-task in a busy environment
- Experience dealing effectively with the public
- May be required to work evenings and weekends
- Skilled in CLASS Facility Scheduling and Program Registration software preferred

The rate of pay for this part-time position is \$18.93 per hour; approximately 1400 hours per year. Qualified candidates may submit a detailed resume in confidence to the undersigned by 4:30 p.m., Friday, Feb. 2, 2004.

The Recreation and Parks Department requires a **CARETAKER** to provide services for the Gellert Community Centre.

RESPONSIBILITIES

- Cleaning and maintenance of assigned facilities
- Maintain the swimming pool mechanical system, as scheduled
- Responsible for health and safety standards and security of the facility
- Work effectively to support the general public, contract services and other municipal staff using the facility
- Maintain maintenance records and log books

QUALIFICATIONS:

- A secondary school diploma with previous experience in building maintenance and commercial swimming pool operations
- Certified Pool Operators Certificate or equivalent preferred
- Current First Aid/CPR and WHMIS
- Valid Ontario Driver's License (Class G), with access to a personal vehicle for Town business
- Strong swimming ability (certifications preferred)
- Willing to work some evenings and weekends
- Physically fit, some heavy lifting involved and occasionally work at heights
- Possess skills in carpentry and have basic experiences with mechanical, electrical equipment and systems
- Proven high level of customer service skills

The salary range for this for this full time position is 34,450 to \$41,012 per annum. Qualified candidates may submit a detailed resume in confidence to the undersigned by 4:30 p.m. Friday, March 5, 2004.

The Parks and Recreation Department requires an **ADMINISTRATIVE ASSISTANT** to support the overall operation of the information systems management of the Gellert Community Centre.

RESPONSIBILITIES:

- Process on-site facility bookings and follow all Town procedures regarding financial management for cash handling, invoicing, fee collections and deposits
- Perform daily reconciliation of sales/permits revenue and prepare bank deposits, cash summaries, etc.
- Provide outstanding customer service and problem solving skills
- Provide information about Town and Centre activities, services and amenities
- Program registration support
- Maintain all records, documents and ensure that cash and keys are stored in a secure fashion
- Provide administrative support as directed by the Facility Supervisor

QUALIFICATIONS:

- Superior listening and communications skills
- Ability to handle multiple tasks and priorities in a fast paced environment with numerous interruptions
- Superior organizational skills
- Advanced knowledge in Microsoft Office programs, including Word, Excel, Outlook, Publisher and Power Point.
- Skilled in CLASS Facility Scheduling and Program Registration Software an asset
- Post Secondary Business Management Program in Administration, or equivalent
- Minimum of 3 years related experience

The salary range for this full time position is \$34,450 to \$41,021 per annum. Qualified candidates may submit a detailed resume in confidence to the undersigned by 4:30 p.m. Friday, March 5, 2004.

Ms. Jacqueline Bowles
Manager of Human Resources
The Town of Halton Hills
1 Halton Hills Drive
Halton Hills, ON., L7G 5G2
Fax (905) 873-1431

Personal information is collected under the authority of the Municipal Act, 2001, (S.O. 2001, c. 25) and will be used to select a candidate. Questions regarding this collection should be directed to the Manager of Human Resources. Only those persons being interviewed will be contacted. The Town of Halton Hills is an equal Opportunity Employer.

1 Halton Hills Drive, Halton Hills, ON L7G 5G2

Business Watch for Acton...

Continued from page 1

Village Constable duties. Welsh said police are starting a Business Watch program to keep lines of communication open about possible criminal activities and trends.

"That really is going to be a bonus for us to have e-mail addresses to be able to get information out really quickly," Welsh said, adding the information could be of a preventative nature about an ongoing crime trend.

At the meeting, police offered a transcript of a taped telephone call to show an

Acton business woman was wrong when she told The New Tanner that police had refused to respond to a call she made in December about vandals at a neighbouring business.

She said police told her they would not respond because it was not her business. The transcript shows the woman did not use the word "vandals," but only told police that kids were hanging around and blocking the doorway of the business, which was closed.

"I thought I said vandal-

ism on the phone call - how are we supposed to know what terminology does and doesn't work to make them come?" the woman said after the meeting, adding in a phone call. Inspector Welsh told her police should have responded, anyway.

"A lot of people call us and the adrenaline is running so quickly that they're not clear what they're saying or thinking," he said, adding people calling police need to be calm and clear and give as many details as possible.

Welsh said police explained at the meeting that a group of kids hanging around is not a criminal act, but a nuisance, and detailed the loitering bylaw and section of criminal code dealing with loitering.

Welsh said local social service agencies are very interested in working with Town Council and the busi-

ness community to give kids not involved with sports or activities offered by the municipalities, something to do.

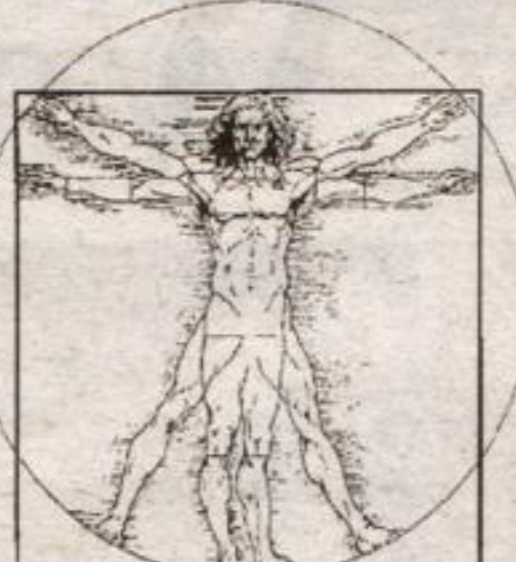
Welsh said they also learned that people are going to the Off The Wall youth centre on Mill Street to report problems, youth related or not.

"They think there is some connection there to the Town or police, as opposed to going to our station and using the emergency phone on the outside," Welsh said, adding they want to clear up the misconception that the youth centre is connected to the Town or police.

Businesses interested in taking part in the Business Watch program should contact Constable Laurel Barnett at 905-878-5511, ext. 2120.

The businesswoman who circulated the petition said she's glad it drew attention to policing issues in Acton. *Editor's note: The New Tanner did not attend the meeting after being told by Inspector Welsh that it was "by invitation."*

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Kathy Dorbeck presents check from HH-DOG to Mayor Rick Bonnette

Continued from page 1 zone in Prospect Park.

HH-DOG spokesperson Kathy Dorbeck said the leash-free zone, opened in October, has been a real pleasure for dogs and their owners who exercise and socialize in the park.

"It is very rewarding to see tired and happy dogs in the park," Dorbeck said, adding they hope to be back to Council with the balance of HH-DOG's financial commitment (\$1,200) very soon.

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