

APPENDIX A

Staffing Levels & Hours of Operation

Recreation Services Staff

Full Time

Manager of Parks, Recreation and Facilities
Coordinator of Recreation Services
Supervisor of Arena, Parks and Facilities
Recreation and Wellness Programmer
Customer Service Administrative Associate
4 Parks and Arena Operators
Property and Facilities

Part Time

7 Winter Facility Operators (September to April)
4 Winter Facility Attendants (September to April)
1 Seasonal Parks Operator (April to November)
4 Parks Labourer (May to September)
1 Parks Labourer (July to September)
5 Customer Service Attendants (January to December)
5 Recreation Team Leaders/Recreation Staff (January to December)

Hours of Operation of West Lincoln Community Centre

September to April
Monday to Sunday 9:00am to 9:00pm

April to September
Monday to Friday 9:00am to 9:00pm
Saturday 9:00am to 5:00pm
Sunday Closed

Staffing Trends Through 2022

2022 was a difficult year for staffing. Early in the year, Public Health continued with isolation guidelines for staff with symptoms and staff were sick, which led to higher absenteeism. Mid 2022, staff retention was difficult as employment opportunities in the community increased. Recruitment of qualified staff continues to be problematic. Applications for Township job opportunities are low and the potential effect on service levels is a concern.

Smithville Public Library

SEASON	DAYS	HOURS	FULL TIME STAFF	PART TIME STAFF
Winter 2022	Monday & Friday 3:00pm to 8:00pm	3:00pm to 8:00pm	1	2
	Tuesday, Wednesday, Thursday & Saturday	10:00am to 5:00pm	1	2
	Sunday	Closed	n/a	n/a
Spring 2022	Monday & Friday 3:00pm to 8:00pm	3:00pm to 8:00pm	1	2
	Tuesday, Wednesday, Thursday & Saturday	10:00am to 5:00pm	1 to 2	2
	Sunday	Closed	n/a	n/a
Summer 2022	Monday & Friday 3:00pm to 8:00pm	3:00pm to 8:00pm	1	2
	Tuesday, Wednesday, Thursday & Saturday	10:00am to 5:00pm	1 to 2	2
	Sunday	Closed	n/a	n/a
Fall 2022	Monday & Friday 3:00pm to 8:00pm	3:00pm to 8:00pm	1	2
	Tuesday, Wednesday, Thursday & Saturday	10:00am to 5:00pm	1 to 2	2
	Sunday	Closed	n/a	n/a