



TOWN OF WATSON LAKE - EMPLOYMENT OPPORTUNITY

Recreation Programmer Assistant/Receptionist

The Town of Watson Lake is searching for a dynamic, energetic, positive, and creative **Recreation Programmer Assistant/Receptionist** to join our Parks and Recreation team. This is an exciting opportunity to join a team dedicated to improving the lives of our residents!

If you have passion for our community, thrive in an active environment and enjoy working with people of all ages, this opportunity is for you! The successful candidate will be the welcoming face of the recreation center and will provide excellent customer service, demonstrating pleasant and professional interactions with the public.

As a recreation enthusiast, you know that a 9 – 5 schedule is not for you. This hybrid position requires a flexible schedule to accommodate daytime, evening and weekend events.

If you are creative, energetic and organized and looking to make a positive impact in our community, we want to hear from you!

Closing Date: Friday, Jun. 26, 2026 at 4:00pm

Job Type: Full-time, Permanent

Department: Parks and Recreation

Pay Range: \$29.45 - \$32.18/hour – Range 5 - Town of Watson Lake Wage Grid

Hours: 40 hours per week (flexible hours)

Reporting to the Recreation Programmer for Programmer Assistant duties and the Director of Community Services for Reception duties, the Recreation Programmer/Receptionist is responsible for assisting in planning, implementing, and supervising fun, safe, and entertaining activities and programs that promote recreation, creativity, and inclusivity for all ages.

Reception is the welcoming face of the Recreation Centre and contributes to the effective operation of the Recreation department through efficient and accurate handling of office and reception duties.

Duties and responsibilities include but not limited to:

- Assist the Recreation Programmer in the planning and delivery of community-based sport, culture, and recreation programs for all ages;
- Assist in coordinating special events, including facility bookings, and set up/take-down;
- Ensure the safety and mitigate risk of participants of recreational activities;
- Provide a safe, welcoming, and inclusive atmosphere for all;

- Assist with the promotion of programs and facilities, and committees and working groups, as assigned;
- Ensure the safety of participants and mitigate risk by following municipal safety policies and WCB safety standards;
- Work in conjunction with the Recreation Programmer and provide updates on program attendance, program development, and any concerns or issues; and,
- Ensure that accurate participant registration and records are completed, maintained, and held confidentially.
- Assist the public with general inquiries and recreation facility bookings
- Monitor patrons using the Recreation Centre facilities
- Handle cash and complete facility and equipment rental forms and system updates
- Prepare correspondence and advertisements
- Maintain an efficient filing system

Qualifications and Experience:

- Experience in recreation field, special event planning or summer camp coordination;
- High degree of initiative and ability to work both independently and as part of a team;
- Possess strong organizational skills;
- Ability to motivate participants;
- MS office computer and Canva skills and ability to learn new software;
- Possess strong written and verbal communication skills;
- Past volunteer experience is an asset;
- Possess Standard First Aid Certification, or willingness to obtain; and,
- Class 5 Drivers License an asset.

Additional Information:

Recreation Programmer Assistant/Receptionist is a full-time, unionized, permanent position. The schedule for this position is based on a 40-hour work week and must be flexible to accommodate evenings, weekends, and occasional holidays.

The successful candidate is required to supply a criminal record and vulnerable sector check, prior to their start date.

The successful applicant must hold or be willing to obtain Standard First Aid certification.

How to Apply:

To apply for this position, please submit a resume and cover letter, clearly outlining qualifications and experience as it relates to this position by 4:00pm on Friday, June 26, 2026, to Shannon Bergeron by:

Email: csrec@watsonlake.ca

In person: Town Office, 710 Adela Trail, Watson Lake, Yukon

We thank all applicants for their interest, however only those individuals selected for an interview will be contacted.

