



EMPLOYMENT OPPORTUNITY

Reception and (Recreation Centre)

Closing Date: Until filled

Job Type: Auxiliary/On-Call (part-time)

Department: Parks and Recreation

Pay Range: Dependent on Experience

Hours: No Guaranteed Hours - On-Call Basis

Reporting to the Director of Community Services, 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. The successful candidate will provide excellent customer service and demonstrate pleasant and professional interactions with the public.

Duties include but not limited to:

- 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
- Conduct set-up and take-down of booking rentals and events
- Prepare correspondence and advertisements
- Maintain an efficient filing system
- Assist with janitorial duties, as directed, and;
- Other recreation related duties as directed by the Director of Community Services.

Qualifications and Experience:

- Basic computer skills and experience with Microsoft Word
- Experience in an office setting, recreation facility, or front desk an asset
- Ability to take direction, both written and verbally
- Strong cash handling skills
- Reliable, honest, and energetic
- Must be able to work with minimal supervision
- Excellent customer service skills, and;
- Must hold or be willing to obtain Standard First Aid certification.

Additional Information:

The Recreation Reception is a unionized position. The hours of work will be on an as-needed/on-call basis and the successful candidate must be open to a flexible work schedule to accommodate evening, weekend, and holiday programming and activities.

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

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

How to Apply:

To apply for this position, please submit a resume and cover letter, clearly outlining your qualifications and experience as it relates to this position to Shannon Bergeron:

Email: csrec@watsonlake.ca

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

Please note, this position will be posted until filled. We thank all applicants for their interest, however only those individuals selected for an interview will be contacted.