

Position Vacancy: Recreation Facility Clerk

Great City, Great Work, Great Future!

DEPARTMENT:	Parks, Culture & Recreation	STATUS:	Auxiliary
NO. OF POSITIONS:	One	UNION:	CUPE Local 387
HOURS OF WORK:	Approx. 14 to 18 hours per week*	SALARY:	\$21.44 to \$25.09 per hour + 12% in lieu of all benefits

New Westminister Parks, Culture and Recreation Department is seeking a dynamic, outgoing and friendly Recreation Facility Clerk to play a frontline role at Century House Recreation Centre. The Recreation Facility Clerk will perform cashier, registration, and reception duties, as well as clerical work, including typing and filing. You enjoy working in a fast-paced recreation environment where excellence in customer service is essential.

Requirements include:

- Completion of Grade 12 or equivalent, including or supplemented by commercial courses, preferably including elementary accounting and word processing, plus sound related experience, or an equivalent combination of training and experience.
- Sound knowledge of organized recreation principles and practices including the safe and proper use of equipment and facilities.
- Working knowledge of accounting principles and practices related to the work performed.
- Working knowledge of computer applications (knowledge of Microsoft Office 2010, CLASS Applications, Tempest, Kronos and POS would be preferred) related to the work performed.
- Ability to perform a variety of cashiering and clerical tasks, including payroll data entry, facility rentals and purchase card reconciliation.
- Ability to demonstrate exceptional customer service skills as necessary to establish and maintain effective working relationships with supervisors, staff, program participants and rental customers.
- Ability to maintain and order a variety of supplies and services and to process invoices for payment.
- Ability to assist in preparing, organizing and administering registration procedures, to perform cashiering, telephone operation and receptionist duties.
- Ability to perform filing, clerical and incidental typing duties.
- Ability to operate standard office equipment, including a cash register.
- The successful candidate must be able to pass and maintain a Criminal and Police Record Check.

****Number of hours may fluctuate based on operational and facility needs. This position works Monday – Wednesday evenings and most Sundays, however, flexibility is required.***

Apply by sending your resume quoting **competition #14-79, by September 5, 2014** to the Human Resources Department, City of New Westminister, 511 Royal Avenue, New Westminister, BC, V3L 1H9, Fax: (604)527-4619 or e-mail to hr@newwestcity.ca.

We thank all applicants in advance; however, only those selected for an interview will be contacted.

*The City of New Westminister is committed to employment equity.
We welcome diversity and encourage applications from all qualified individuals.*