



NEW WESTMINSTER

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. 16 hours per week* (Friday – Sunday)	SALARY:	\$21.44 to \$25.09 per hour plus 12% in lieu of all benefits

New Westminster Parks, Culture and Recreation Department is seeking a dynamic, outgoing and friendly auxiliary Recreation Facility Clerk to play a frontline role at the Queensborough Community 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.
- Ability to demonstrate exceptional customer service skills as necessary to establish and maintain effective working relationships with supervisors, staff, program participants and rental customers.
- Working knowledge of computer applications (knowledge of Microsoft Office 2010, CLASS Applications, Tempest, Kronos and POS would be preferred) related to the work performed.
- Sound knowledge of organized recreation principles and practices including the safe and proper use of equipment and facilities.
- Ability to perform a variety of cashiering and clerical tasks, including payroll data entry.
- Working knowledge of accounting principles and practices related to the work performed.
- 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.

****This position works approximately 16 hours per week. Shifts will be on Friday (afternoons), Saturday (days) and Sunday (afternoons), however, flexibility is preferred.***

Apply in person, with your cover letter and resume quoting **competition #14-80**, to Queensborough Community Centre at 920 Ewen Avenue, New Westminister, BC V3M 5C8, **Monday to Friday, between 8:30 am and 7:00 pm by September 5, 2014**. Please note: you will also be required to fill out an employment application form.

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

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