



DISTRICT OF SAANICH
PARKS, RECREATION AND COMMUNITY SERVICES
RECREATION
G.R. PEARKES RECREATION CENTRE

RECREATION RECEPTIONIST

Permanent Part-Time Position

If you are customer service driven and enjoy being part of a team, G.R. Pearkes Recreation Centre has an opportunity for you! We are recruiting an experienced Recreation Receptionist who will be responsible for cashier and clerical work, involving considerable contact with the public. You will be the first point of contact welcoming patrons to the facility, processing program registrations, answering telephone and counter enquiries, as well as performing filing system maintenance and general keyboarding.

Requirements include: completion of Grade 12 or equivalent; minimum of six months experience working in an administrative office with reception counter experience; and proficient in Microsoft Office Suite. Candidates with an equivalent combination of education and experience may be considered.

The successful candidate will be required to work varying shifts including early mornings, evenings, and weekends, 14 to 35 hours per week (hours/shifts are subject to change).

This is a C.U.P.E. Local 2011 position with a wage of \$34.41 per hour and an excellent benefits package. Job description and competition information can be found at www.saanich.ca. **Please apply by 11:45 p.m. on May 16, 2025, quoting competition 25117 to:** Human Resources, District of Saanich, 770 Vernon Avenue, Victoria, BC, V8X 2W7. In addition to the interview process, testing will be conducted. We thank all applicants for applying, only those under consideration will be contacted.

The District of Saanich is recognized as one of BC's Top Employers for 2025. As an equitable and inclusive employer, we value diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you require any adjustments to enable participation at any stage of the recruitment process, please contact in confidence accessibilityHR@saanich.ca.