
Recreation Facility Clerk

DEPARTMENT:	Parks & Recreation – Century House	STATUS:	Regular Full Time
NO. OF POSITIONS:	One	UNION:	CUPE387
HOURS OF WORK:	35 hours per week (Monday - Thursday 1:00pm - 9:00pm Friday, Saturday 8:30am - 4:30pm)	SALARY:	\$27.30 to \$31.95 per hour (2024 rates) + comprehensive benefits package

As a central hub in the Metro Vancouver area, the City of New Westminister delivers a broad spectrum of urban services to over 85,000 residents. New Westminister is rich in history with a viable and thriving economy and has a population representative of the diversity of the region. The City is staffed by talented and dedicated employees who work together to achieve its strategic vision. We have earned a proud reputation for civic leadership, service delivery, and outstanding employee relations.

New Westminister Parks and Recreation Department is seeking a dynamic, outgoing and friendly Recreation Facility Clerk to play a frontline role at the combined Century House and Youth Centre Recreation facility. The Recreation Facility Clerk will perform frontline customer service, cashier, client registration, and reception duties. Also included are a variety of clerical duties, included electronic document management and point-of-sale of balancing.

If you have the following characteristics and qualifications, we want to hear from you:

- 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 365, Xplor Recreation 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.
- Experience training auxiliary staff and volunteers
- Experience working with 50+ population an asset
- The successful candidate must be able to pass and maintain a Police Information Check including Vulnerable Sector Check.

Apply online with your resume and cover letter in one document at www.newwestcity.ca/employment by August 22, 2025.

Join a team of enthusiastic and innovative employees, and help us build a vibrant, compassionate, resilient city where everyone can thrive.

We offer our employees great work-life balance, competitive salaries, comprehensive health, benefit and retirement plans (a percentage in lieu of benefits for auxiliary positions), education and training opportunities and challenging and rewarding work.

*To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.
New Westminister is on the unceded and unsundered land of the Halq'eméylem-speaking peoples. It is acknowledged by the City that colonialism has made invisible their histories and connections to the land.*

*We are learning and building relationships with the people whose lands we are on.
We thank all applicants for their interest and advise that only those selected for an interview will be contacted.
This position is only open to those legally entitled to work in Canada.*