

DEPARTMENT:	Parks and Recreation	STATUS:	Full Time
NO. OF POSITIONS:	One	UNION:	CUPE, Local 387
HOURS OF WORK:	35 hours per week*	SALARY:	\$27.30 - \$31.95 per hour (2024 rates) plus benefits

New Westminster Parks and Recreation Department is seeking a dynamic, outgoing and friendly Recreation Facility Clerk to be an instrumental member of our front line administrative team at the Queensborough Community Centre. You enjoy working in a fast-paced recreation environment where excellence in customer service is essential. The Recreation Facility Clerk will perform clerical work, including payroll, typing and filing, cashier, registration, and reception duties.

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

- Completion of Grade 12/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.
- Working knowledge of computer applications related to the work performed (knowledge of Microsoft Office, Xplor Recreation (previously Perfect Mind), Kronos, Tempest and POS would be preferred).
- Working knowledge of accounting principles and practices related to the work performed.
- 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 prepare, organize and administer registration procedures and to perform telephone operation and receptionist duties.
- Ability to work independently and exercise independence of actions and judgment.
- Ability to perform a variety of clerical and cashiering tasks including, filing, typing, payroll data entry, program registration and facility booking.
- Ability to maintain and order a variety of supplies and services and to process invoices for payment.
- Ability to operate standard office equipment.
- The successful candidate must be able to pass and maintain a clear Police Information Check.

What We Offer:

- Work-life balance – 3 weeks of paid vacation and an optional compressed day off program
- Health and wellness – comprehensive benefits, plus other wellness-focused programs and benefits
- Retirement benefits – including municipal pension plan
- Career development – ongoing learning, leadership development, and education development program

****This position works a Monday – Thursday schedule 11:30am – 7:30pm and every 2nd Friday 6:30am – 2:30pm.***

****Hours include additional Compressed Day Off time worked.***

Apply online with your resume and cover letter in one document at

www.newwestcity.ca/employment by March1, 2024.

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 Westminster is on the unceded and unsurrendered 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.*