

DEPARTMENT:	Parks and Recreation	STATUS:	Regular Part Time
NO. OF POSITIONS:	One	UNION:	CUPE, Local 387
HOURS OF WORK:	24.5 hours per week*	SALARY:	\$27.30 - \$31.95 per hour plus benefits

New Westminster Parks and Recreation Department seeks a dynamic, outgoing and friendly Recreation Facility Clerk to be an instrumental member of our front-line administrative team at the Queen's Park Sportsplex. 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 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 cashing tasks including, filing, typing, payroll data entry, program registration and facility booking.
- Ability to maintain and order various supplies and services and 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 – paid vacation leave
- 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 non-standard work schedule (days, evenings, and weekends).
Current work schedule will consist of weekdays, scheduled between 8:30 am and 4:30 pm.***

Apply online with your resume and cover letter in one document at www.newwestcity.ca/employment by March 1, 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 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.*