



DISTRICT OF SAANICH
PARKS, RECREATION AND COMMUNITY SERVICES
RECREATION
GORDON HEAD RECREATION CENTRE

RECREATION RECEPTIONIST Permanent Part Time Position

Gordon Head Recreation Centre is recruiting an experienced Recreation Receptionist who will be responsible for cashier and clerical work. The successful candidate will have considerable contact with the public involving program registration, answering telephone and counter enquiries, as well as 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 days, evenings, and weekends.

This is a C.U.P.E. Local 2011 position with a wage of \$34.41 per hour plus an excellent benefit package. Job description and competition information can be found at www.saanich.ca. **Please apply by 11:45 p.m. on Tuesday, March 12, 2024 quoting competition 24060 to:** Human Resources, District of Saanich, 770 Vernon Avenue, Victoria, BC, V8X 2W7. In addition to the interview process, testing will be conducted. Although 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 2024. 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.