



DISTRICT OF SAANICH
PARKS, RECREATION AND COMMUNITY SERVICES
BRAEFoot

RECREATION CLERK - Bookings Permanent Part Time Position

This position will be working out of two locations, Braefoot Park Centre, and G. R. Pearkes Recreation Centre.

G. R. Pearkes and Braefoot team is seeking a dynamic, detail-oriented and organized individual for the position of Recreation Clerk - Bookings. The position performs administrative and clerical work, which includes coordinating facility rental bookings with community groups, communicating with the public and with staff.

Requirements include: Completion of Grade 12 or equivalent including up to one year post-secondary in office administration, basic accounting and graphic design and one year of related experience, including working in a customer service capacity in a similar role. An equivalent combination of education and experience may be considered.

The successful candidate will work varying hours of work including evenings and weekend shifts (14 hours per week).

This is a C.U.P.E. Local 2011 position with a wage of \$35.35 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, Wednesday, April 10, 2024, quoting competition 24079 to:** Human Resources, District of Saanich, 770 Vernon Avenue, Victoria, BC, V8X 2W7. As a component of the selection 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.