

DEPARTMENT:	Parks and Recreation	STATUS:	Regular Full Time
NO. OF POSITIONS:	One	UNION:	CUPE, Local 387
HOURS OF WORK:	35 hours per week Monday to Friday (8:30am to 4:30pm*)	SALARY:	\$27.30 to \$31.95 per hour + comprehensive benefits package

New Westminster 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, PerfectMind/Xplor 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.
- The successful candidate must be able to pass and maintain a Police Information Check including Vulnerable Sector Check.

****hours of work may be subject to change based on operational requirements.***

Apply by sending your **cover letter and resume in one document** at www.newwestcity.ca/employment by **July 21, 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.