

DEPARTMENT:	Parks and Recreation	STATUS:	Auxiliary
NO. OF POSITIONS:	One	UNION:	CUPE, Local 387
HOURS OF WORK:	Varied	SALARY:	\$27.30 - \$31.95 per hour (2024 rates) + 12% in lieu of benefits & vacation

New Westminster Parks and Recreation Department is seeking a dynamic, outgoing and friendly Recreation Facility Clerk to play a frontline role at Queen’s Park Arena and Moody Park Arena. 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, payroll 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, supplemented by post-secondary courses in business, recreation management, or related field, plus sound related experience, or an equivalent combination of training and experience as deemed suitable by the employer.
- Sound knowledge of organized recreation principles and practices including the safe and proper use of equipment and facilities.
- Working knowledge of computer applications related to the work performed (knowledge of Microsoft Office, Perfect Mind, Kronos, Tempest and POS applications 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.
- Provide support and guidance to new and auxiliary staff.
- 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.

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

Apply online with your **resume and cover letter in one document** at www.newwestcity.ca/employment by **August 9, 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.