

About Us

One of BC's Top Employers, the City of Coquitlam offers meaningful career opportunities to make a difference within the local community. As the sixth largest city in BC, we are home to more than 150,000 residents. Our diverse municipality is a great place to work as it continues to grow through innovative urban design, inspiring arts, culture and recreation programs, and state-of-the-art transportation systems. Our brand is built on managing our resources in a responsible and sustainable manner, while supporting a vibrant, growing regional urban centre. We envision a bright future in Coquitlam that we hope includes you!

About You / What We Are Looking For

The Recreation division provides innovative recreational and cultural programs and services that support healthy active living to meet the needs of our community. We are currently recruiting for candidates with excellent customer service skills, cash handling experience and problem solving skills to join our team. As a Registration Clerk/Receptionist, you will assist with processing admissions, membership sales, program registrations, and receive payments. If you want to put forward your clerical skills, and enjoy working with the public, we look forward to your application!

In this role, you can anticipate a lively, fast-paced environment plus opportunities for personal and professional growth. Positions work 20 to 25 hours per week with shifts typically involving a combination of weekdays, weekends and evenings with the opportunity to work additional hours. Although days, start/end times and location are subject to change, successful candidates will initially be provided with one of the following packages:

- 1. Pinetree Community Centre (20 hours)**
 - a. Wednesday 3:30pm-7:30pm – Call Centre 3:30-6:00pm
 - b. Thursday 8:30am-3:00pm – Call Centre 8:30-1:30pm
 - c. Friday 3:30pm-8:30pm – Call Centre 3:30-6:00pm
 - d. Saturday 9:00am-2:00pm – Call Centre 10:00-2:00pm

- 2. Pinetree Community Centre (20 hours)**
 - a. Sunday 7:45am-12:45pm
 - b. Monday 8:30am-1:30pm – Call Centre 8:30-1:30pm
 - c. Tuesday 5:00pm-10:00pm
 - d. Wednesday 5:00pm-10:00pm

- 3. Maillardville Community Centre (20 hours)**
 - a. Sunday 8:45am-1:45pm
 - b. Tuesday 4:00am-9:00pm
 - c. Thursday 9:00am-2:00pm
 - d. Friday 4:00pm-9:00pm

- 4. City Centre Aquatic Complex (25 hours)**
 - a. Sunday 5:15pm-10:15pm
 - b. Monday 5:15pm-10:15pm
 - c. Tuesday 4:00pm-9:00pm
 - d. Wednesday 4:00pm-9:00pm
 - e. Saturday 5:15am-10:15am

- 5. Poirier Sport and Leisure Complex (20 hours)**
 - a. Monday 5:45am-1:45pm
 - b. Friday 5:45am-1:45pm
 - c. Saturday 3:30pm-10:00pm

- 6. Poirier Sport and Leisure Complex (20 hours)**
 - a. Sunday 5:00pm-10:00pm
 - b. Monday 4:30pm-9:30pm
 - c. Tuesday 4:30pm-9:30pm
 - d. Wednesday 4:30pm-9:30pm



Minimum Qualifications

Sound knowledge in a front office environment, telephone, keyboarding/data entry skills and computer knowledge is necessary. Completion of Grade 12, supplemented or including commercial, typing and data entry courses is required. As well, at least 2 years of related experience, including cashiering, is required, preferably in a recreation department. Please note that an equivalent combination of education/experience may also be considered. Customer service experience is key for this role.

What We Offer:

This CUPE position has an hourly rate range of \$26.18 - \$30.70 (2024 rates). The rate of pay is based on a variety of factors including qualifications, knowledge, experience and skills.

You will have the chance to join a rapidly growing and diverse team dedicated to supporting the local community, and be able to engage in variety of learning and development opportunities. This position is based in Coquitlam. The City offers an attractive vacation and extended benefits package, including the ability to contribute to the Municipal Pension Plan.

Accessibility / Equal Opportunity Employer

The City of Coquitlam is proud to be an Equal Opportunity Employer working towards enhancing equitable practices in our recruitment and retention processes. As an organization we are committed to creating an inclusive work environment to support our growing and diverse work force. To learn more about what equity, diversity, and inclusion means, and the City's efforts in support of these principles, please visit coquitlam.ca/edi for more information.

If at any time during the application or recruitment process you require additional assistance or an accommodation, please contact our team for confidential support. Staff can also provide in-person support if required.

Applicants under consideration may be required to undergo and submit an acceptable police information check.

Good people make Coquitlam great, sign up for career alerts through our recruitment portal to stay up to date about opportunities within our team, or follow us on [LinkedIn](#) to learn more about how #YouCouldWorkHere too!

Please apply online at www.coquitlam.ca/careers by 11:55 pm on November 24, 2024.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.