

## Recreation Clerk - Facility Bookings (Part Time)

<b>Job Requisition</b>	JR-2025-32 Recreation Clerk - Facility Bookings (Part Time) (Open)
<b>Job Family</b>	CUPE
<b>Start Date</b>	2025-02-03
<b>End Date</b>	2025-02-18
<b>Primary Posting</b>	No
<b>External Posting URL</b>	<a href="https://vernon.wd10.myworkdayjobs.com/Vernon-Career_EXT/job/Kal-Tire-Place/Recreation-Clerk---Facility-Bookings--Part-Time-_JR-2025-32">https://vernon.wd10.myworkdayjobs.com/Vernon-Career_EXT/job/Kal-Tire-Place/Recreation-Clerk---Facility-Bookings--Part-Time-_JR-2025-32</a>
<b>Description</b>	Internal Closing Date: <b>Feb 11, 2025</b>

External Closing Date:

**Feb 18, 2025**

**NOTE: Posting comes off at 12:00AM on the closing date, with the competition closing at 11:59pm the day prior.**

Hourly Rate:

**36.77**

Scheduled Weekly Hours:

**21**

Reporting to the Manager, Customer Service - Recreation, this position is responsible for the bookings and contracts of all facilities including parks, arenas, and facilities within Greater Vernon Recreation Services. This position also performs a variety of clerical work supporting a variety of functions in the pursuit of the Division mission statement, Through recreation we improve quality of life.

Duties Include:

- Supports the Manager Customer Service – Recreation with administration functions of the Division.
- Books parks, arenas, and facilities within the Parks and Recreation Management Software (PRMS).
- Confirms the accuracy of parks, arenas, and facilities bookings in the PRMS system, and that permits are issued and fees are received.
- Ensures that facility users have appropriate insurance, signed contracts, facility use permits, and other necessary permits are in place.
- Ensures facility data (including pricing and details) is kept up-to-date and is accurate within the PRMS.
- Distributes weekly facility reports for custodial and building attendant staff.
- Attends facility user group meetings as required.
- Receives, records, reconciles payments received, and issues tickets and/or receipts.
- Receives payment in the form of cash, cheque, Visa, MasterCard and debit card.
- Checks and balances cash reports, prepares daily receipt reports and bank deposits, as required.
- Processes registrations in the PRMS system for recreation activities and programs.
- Answers telephone, personal inquiries, and secures and provides routine information.
- Types letters, emails, reports, forms, memos, articles, and other material for user group communications.

- Produces and creates pamphlets, advertising flyers, and schedules, and updates social media.
- Operates standard office equipment including the use of a two-way radio.
- Observes video monitoring equipment and responds according to established procedures.
- Assists with content input in Active Living Guides.
- Trains and orients Recreation Clerks in the booking of facilities using the PRMS system.
- Supports pool and arena staff in emergency situations.
- Performs other related duties as assigned.
- All persons employed by the City of Vernon will be required to assist the City in providing emergency services. Duties assigned during an emergency may differ from regular duties.

Required Education and Experience:

- Completion of an Office Administration Certificate
- Minimum 2 years' recent experience in a recreation setting that includes working with recreation software and user groups
- Current valid BC Drivers' License
- A combination of related education and experience may be considered

Required Knowledge, Skills and Abilities:

- Proficient knowledge in Parks and Recreation Management Software
- Accurately types a minimum of 50 wpm
- Exercises courtesy, professionalism, and diplomacy in dealing with internal or external customers.
- Working knowledge and proficiency within a number of computer applications including but not limited to PRMS, Microsoft Office including but not limited to intermediate level Microsoft Word and Excel, In-Design and Power Point
- Demonstrated interpersonal abilities with a commitment to team
- Enjoys performing a variety of duties simultaneously and thrives in a fast paced work environment
- Displays initiative in identifying and recommending creative ideas and solutions with regard to systems, service delivery, and procedures
- The ability and initiative to be creative and to assist with new systems or service delivery designs, policies, procedures
- Excellent verbal and written communication skills that demonstrate a solid knowledge and use of business English
- Demonstrated organizational abilities utilizing a variety of systems
- Works well with minimal supervision

Preferred Education and Experience:

- Diploma in Business or Office Administration, or equivalent education and experience
- Previous Experience using Perfect Mind, registration software.

To Apply:

Please submit your resume, quoting the appropriate competition online at [vernon.ca/careers](http://vernon.ca/careers) by selecting "apply" and creating a candidate profile.

- Internal applicants are asked to apply using their worker profile.



By making application, you are authorizing the City of Vernon to verify, through whatever means deemed appropriate, any information included in your applicant profile.

The City of Vernon wishes to thank all applicants; however, only those candidates selected for an interview will be contacted. Please note that we are unable to accept phone calls regarding application status.

<b>Worker Sub-Type</b>	Permanent
<b>Location</b>	Kal Tire Place
<b>Time Type</b>	Part time
<b>Locations</b>	
<b>Supervisory Organization</b>	Recreation Events