

Recreation Clerk (Part Time)

Job Requisition	JR-2025-40 Recreation Clerk (Part Time) (Open)
Job Family	CUPE
Start Date	2025-02-13
End Date	2025-02-28
Primary Posting	No
External Posting URL	https://vernon.wd10.myworkdayjobs.com/Vernon-Career_EXT/job/Recreation-Centre-Facility/Recreation-Clerk--Part-Time-_JR-2025-40
Description	Internal Closing Date: Feb 21, 2025

External Closing Date:

Feb 28, 2025

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

Hourly Rate:

33.55

Scheduled Weekly Hours:

20

Reporting to the Manager, Customer Service - Recreation, this position provides cashiering, clerical, typing, and reception work under limited supervision, at the Recreation Services offices. 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:

- Receives records, reconciles cash and cheques received, and issues tickets and/or receipt.
- Receives payment in the form of cash, cheque, Visa, MasterCard, and debit card.
- Checks and balances cash receipts.
- Prepares bank deposits as required.
- Prepares daily reports of cash receipts.
- Processes registrations in the Parks and Recreation Management Software (PRMS) software system for recreation activities and programs.
- Processes pass sales and daily admissions in the PRMS.
- Answers telephone, personal inquiries, and secures and gives out routine information.
- Types letters, reports, forms, memoranda, articles, and other material from copy, rough draft or previously prepared data.
- Updates pamphlets, advertising flyers, schedules, and updates social media.
- Acts as a clerk to division staff including, placing calls, relaying and taking messages, filing, and photocopying.
- Operates standard office equipment including the use of a two-way radio.
- Observes video surveillance equipment and responds according to established procedures.
- Provides back-up to pool staff during an emergency by calling for assistance or helping with pool evacuation as necessary.
- Performs other duties as required.
- 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:

- Office Administration Certification or equivalent.
- Minimum 6 months experience in cash handling methods including receiving money, making correct change, and issuing receipts.
- A combination of related education and experience may be considered.

Required Knowledge, Skills and Abilities:

- Ability to exercise courtesy, tact, and diplomacy in dealing with the public and with other city personnel.
- Accurately types a minimum of 40 wpm.
- Thorough knowledge of office practices and procedures.
- Demonstrated knowledge in the use of office equipment.
- Basic knowledge of all applications of the Microsoft Office Suite including but not limited to, Access, Excel, Outlook, and Word.
- Proven clerical ability.

Preferred Knowledge, Skills and Abilities:

- Basic knowledge of Perfect Mind Software.
- Previous experience working in a Recreation environment.
- Administrative Assistant Certificate (10 month course).

To Apply:

Please submit your resume, quoting the appropriate competition online at 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.

Worker Sub-Type	Permanent
Location	Recreation Centre Facility
Time Type	Part time
Locations	
Supervisory Organization	Customer Service Team - Recreation