

DEPARTMENT:	Parks & Recreation	STATUS:	Full Time
NO. OF POSITIONS:	One	UNION:	CUPE, Local 387
HOURS OF WORK:	35 hours per week	SALARY:	\$27.30 - \$31.95 per hour (2024 rates) + comprehensive benefits package

Located on the land of the Halq'eméylem-speaking peoples, New Westminster continues to be a growing and innovative city within Metro Vancouver. We are seeking an enthusiastic, positive, and friendly Recreation Facility Clerk to play a frontline role at the Moody Park Arena, with the future potential to work at Queen's Park Arena. As a member of our team, you will enjoy working in a fast-paced recreation environment where excellence in customer service is essential. The Recreation Facility Clerk will perform clerical work including payroll, typing and filing, cashiering and processing concession purchases, processing admissions, registrations and rentals.

Benefits of working for us:

- Free staff membership to access Parks and Recreation
- Competitive salary
- Opportunities for professional development and career growth
- Employee Assistance Program with free access to counseling
- Opportunity to create lifelong friendships
- Be a part of an inclusive, diverse, and rewarding workplace
- Work in the beautiful new təməsewtxw Aquatic and Community Centre

Applicant Qualifications:

- Grade 12, supplemented by the completion of courses in office administration, elementary accounting or related discipline plus sound customer service, cashiering, and clerical experience; or an equivalent combination of training and experience.
- Related experience in a municipal and /or recreation setting is preferred.
- Knowledge and experience in Xplor registration software, Kronos and Tempest is preferred.
- Knowledge and experience in POS systems, and MS Office Suite.
- 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 perform a variety of clerical and cashiering tasks including, filing, typing, payroll data entry, program registration and facility booking.
- 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.
- The successful candidate must be able to pass and maintain a clear Police Information Check with Vulnerable Sector Check.

Apply online with your resume and cover letter in one document at www.newwestcity.ca/employment by April 4, 2025.

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.