



AQUATICS CLERK
Full-Time, Term
Internal/External Posting No. 2025-32

Department:	Community Services
Internal/External Posting Date:	April 4, 2025
Internal/External Closing Date:	April 20, 2025
Hourly Rate:	\$34.64 after probation
Hours of Work:	40 hours per week
Competition No.:	2025-32

****Please note this is a term position from April 1st, 2025 – August 15th, 2025****

The City of Dawson Creek invites applications for the full-time (40 hours per week) position of Aquatics Clerk. Under the general direction of the Aquatic Customer Coordinator designate, the Aquatics Clerk is responsible for keyboarding, cash handling, cashiering, reception, and clerical work serving the public in the Kenn Borek Aquatic Centre. Other responsibilities include light janitorial and related duties as assigned. This position may work a variety of hours to meet operational needs.

Requirements:

- Completion of an Applied Business Technology diploma, or equivalent.
- Accurate keyboarding/typing skills at a speed of 50 WPM or a demonstrated ability to perform necessary data entry & word processing functions to an equivalent level.
- Compliance with a Criminal Record Search with a Vulnerable Sector.
- Experienced at handling cash and receiving payments.

The ideal candidate possesses the capacity to perform all duties in a safe manner while fostering positive relationships with both the public and fellow staff. Please include copies of any relevant certification with your application.

Candidates should submit a résumé by emailing a word document or pdf to resumes@dawsoncreek.ca, **with the job posting name and number in the subject line, no later than 11:59 pm on the closing date referenced above.** The City thanks all applicants for their interest; however, only those selected for an interview will be contacted.

The City of Dawson Creek is committed to accommodating persons with disabilities whenever reasonably possible during the selection and employment process. You must be legally entitled to work for any employer in Canada to be eligible for this position. By applying for this position, you are giving permission for the City to contact your previous employers and references.