



**KIN ARENA CLERK**  
Full-Time, Term  
Internal/External Posting No. 2025-39

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Department:	Community Services
Internal Posting Date:	April 11, 2025
Internal Closing Date:	April 24, 2025
External Posting Date:	May 5, 2025
External Closing Date:	May 18, 2025
Hourly Rate:	\$37.31 after probation
Hours of Work:	40 hours per week
Competition No.:	2025-39

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**\*\*Please note this is a term position ending April 30, 2026\*\***

The City of Dawson Creek invites applications for a Kin Arena Clerk. Join the Community Services team in a full-time term position that plays a key role in supporting facility operations and recreation programming. You'll handle bookings, registrations, cash transactions, and customer service, while ensuring the arena runs smoothly and remains a welcoming space for the community.

**What You Need:**

- Possess a valid Class 7N B.C. Driver's License.
- Completion of Grade 12.
- Completion of an Applied Business Technology certificate or combination of education and equivalent experience.
- Cash handling experience.
- Efficiency in computer usage, particularly the Microsoft Office Suite (including Word, Excel, PowerPoint, Outlook), Canva, and recreation software systems (point of sale, registration, facility booking.)
- Experience in data analysis, statistics, and report writing.
- Compliance with and approval of Security/Reliability Clearance and Criminal Record Search with Vulnerable Sector.

**What You'll Do:**

- Performs office related tasks including answering calls and emails, registering participants in recreation programs, point-of-sale transactions, cash handling, payment processing, and daily cash reconciliation.
- Responsible for sports floor facility bookings, invoicing, and scheduling
- Supports the programming of recreational activities into the City's recreation software.
- Assists with programming preparations including, but not limited to creating/maintaining online accounts, managing registration forms, and booking.
- Compiles statistical information and supporting documents for departmental reporting.

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 pdf to [resumes@dawsoncreek.ca](mailto: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.*