



## AQUATICS CUSTOMER SERVICE COORDINATOR

Full-Time, Term

Internal/External Posting No. 2025-41

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Department:	Community Services
Internal/External Posting Date:	May 16, 2025
Internal/External Closing Date:	June 1, 2025
Hourly Rate:	\$40.88 after probation
Hours of Work:	Full-Time, Term
Competition No.:	2025-41

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**\*\* Please note this is a one-year term position \*\***

The City of Dawson Creek invites applications for full-time Aquatic Customer Service Coordinator. Under the general supervision of the Parks, Arenas, and Aquatics Manager or designate, the Aquatic Customer Service Coordinator oversees a team of Aquatic Clerks at the Kenn Borek Aquatic Centre. This role entails supervising the operations of the recreation software system and spearheading training initiatives for Aquatic clerical staff. While the typical schedule for this position is Monday to Friday, it is important to note that serving the public at the Kenn Borek Aquatic Centre may necessitate flexibility in working hours to accommodate operational requirements of the Community Services department.

**Requirements:**

- Class 5 driver's licence.
- Completion of an Applied Business Technology diploma or a combination of education and equivalent experience.
- 5-years' of demonstrated knowledge and experience registration programming, including booking/registration/point of sale systems.
- 3-years' supervisory experience.
- Experience in procedure development, training, office management, troubleshooting of software systems.
- Compliance with and approval of Security/Reliability Clearance and Criminal Record Search.

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](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.*