



AQUATICS CLERK
Casual
Internal/External Posting No. 2025-64

Department:	Community Services
Internal Posting Date:	August 1, 2025
Internal Closing Date:	August 14, 2025
External Posting Date:	August 15, 2025
External Closing Date:	August 31, 2025
Hourly Rate:	\$34.64 after probation
Hours of Work:	Casual, on-call
Competition No.:	2025-64

The City of Dawson Creek invites applications for the casual position of Aquatics Clerk. Under the general direction of the Aquatics Customer Service Coordinator or 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.

What You'll Do:

- Provide information and assistance to the public, various external contacts and community groups.
- Assist in maintaining and filing a variety of office records.
- Receive, record and reconcile cash received from the public and users, issue receipts using point of sale software.
- Receive and relay telephone or counter enquires to the appropriate person and provide basic department information.

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.