

Job Posting – Township of Langley

Job Title:	Recreation Attendant I
Competition Number:	25-U107
Employment Type:	Regular Part-Time
Pay Rate:	\$26.18 - \$30.70 per hour (five steps, 2024 rates), plus benefits
Hours of Work:	21 hours per week; Wednesday to Saturday, 12:00pm – 5:15pm
Competition Opening Date:	August 25, 2025
Competition Internal Closing Date:	September 3, 2025
Competition Internal Closing Date:	September 8, 2025

Job Overview

The Township of Langley is recruiting for a regular part-time **Recreation Attendant I** to join our team of professionals in the Recreation, Arts and Culture Division. Reporting to the Senior Manager, Administration and Business Services and the Business Support Supervisor, in this unionized position you will perform a range of clerical duties and respond to general enquiries related to recreation, arts and culture programs and services. This position will appeal to applicants who thrive in a collaborative team environment and are committed to delivering exceptional customer service.

Responsibilities

- Perform a variety of clerical tasks, including facility bookings and registration for various programs
- Assist the public by responding to general inquiries, addressing patron complaints, and directing specific questions to the appropriate TOL representatives
- Perform routine clerical and facility tasks, including operating a point-of-sale system, recording and reconciling payments, and processing routine tasks as required
- Open/close and oversee a facility during a regularly scheduled shift
- Perform facility setup for events, light custodial tasks and conduct routine security patrols as necessary
- Perform related work as required

Qualifications

- Completion of Grade 12, supplemented by sound related experience dealing with the public or an equivalent combination of training and experience
- Sound knowledge of the Township, its general functions and departments, and the services provided
- Sound knowledge of the standard method of recording, receiving and reconciling payments
- Ability to communicate effectively and courteously with internal/external contacts under varying conditions
- Ability to operate common office equipment, including a computer terminal and software applications related to the work performed

This position is defined by the Township of Langley as a position of trust and requires a Police Information Check (not required as part of the application process, however, will be required upon consideration for employment).

Required Certifications/Licenses

Candidates **must** have the following valid and **current** certifications/licenses (must be valid at the time the posting closes) and these **must** be attached with your application.

- Emergency First Aid and CPR C and AED certification

Applications without the attached required documents above will be deemed incomplete and may not be considered. Please title your attachments with the number of this competition and have these documents ready to upload when you apply.

Apply Now

Visit tol.ca/careers to apply for this exciting career opportunity in a growing community. The Township of Langley is an equal opportunity employer.

We appreciate all applications; however, only short-listed candidates will be contacted for an interview.



**Township of
Langley**
Est. 1879

Human Resources

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