

Job Posting - Township of Langley

Job Title:	Recreation Attendant II
Competition Number:	26-U008
Employment Type:	Regular Full-time
Pay Rate:	\$28.37 - \$33.25 per hour (five steps, 2024 rates), plus benefits
Hours of Work:	35 hours per week; Monday, Tuesday, Wednesday, 9:00am – 5:00pm; Thursday, 11:30am – 7:30pm; Sunday, 8:00am – 4:00pm. Non-standard hours and/or non-standard work weeks
Competition Opening Date:	January 7, 2026
Competition Internal Closing Date:	January 15, 2026
Competition Internal Closing Date:	January 21, 2026

Job Overview

The Township of Langley is currently recruiting for a regular full-time **Recreation Attendant II** 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 variety of customer service tasks, including facility bookings, registrations and municipal payments. This position involves a high volume of customer service enquiries and will appeal to individuals who are organized, demonstrate leadership skills and thrive in a team environment.

Responsibilities

- Lead, assign, review and participate in the routine work of a small group of Recreation Attendant I's
- Schedule staff and provide training as required
- Provide information and assistance to the public with positive and excellent customer service
- Perform a variety of clerical tasks, including facility bookings, registration, enquiries and complaints
- Operate registration and point-of-sale systems, receive/reconcile payments, and prepare daily revenue reports
- Open/close and oversee a facility during a regularly scheduled shift
- Perform set-up, minor custodial duties, and conduct routine patrols of the facility as required
- Perform related work as required

Qualifications

- Completion of Grade 12 with sound related experience dealing with the public or an equivalent combination of training and experience
- Sound knowledge of the standard methods of recording, receiving and reconciling payments
- Sound knowledge of the Township of Langley and the various programs and services provided
- Ability to assign, review, lead, train and participate in the work of a small customer service team
- Ability to deal effectively and courteously with the public under varying conditions

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, CPR-C and AED Certificate

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.

