Township of Langley

Job Title:	Recreation Attendant I (up to 15)
Competition Number:	26-B016
Employment Type:	Auxiliary
Pay Rate:	$26.18 - $30.70 per hour (five steps, 2024 rates), plus 13.5% in lieu of benefits
Hours of Work:	Non-standard hours and/or non-standard work week
Competition Opening Date:	March 16, 2026
Competition Internal Closing Date:	March 30, 2026
Competition External Closing Date:	March 30, 2026

Job Overview

The Township of Langley is recruiting for up to 15 auxiliary **Recreation Attendant I's** 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 undertake a variety of clerical tasks and answer a variety of general enquiries regarding activities and services within the community. This position is responsible for providing a high level of customer service.

Responsibilities

- Provide excellent customer service and assistance to the public at a variety of facilities throughout the municipality
- Provide accurate information, ascertain nature of enquiry and direct enquiries to the appropriate municipal department and or/staff member
- Answer a wide variety of general inquiries regarding activities and services in the municipality
- Perform routine clerical and facility tasks including operating a point-of-sale system, recording and reconciling payments, patron complaints and routine work processing tasks as required
- Open/close and oversee a facility during a regularly scheduled shift
- Perform set-up and minor custodial duties and carry out routine patrols of the facility as required
- 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 standard method of recording, receiving and reconciling payments
- Sound knowledge of the Township, the general functions of its departments and the nature of services provided
- Ability to communicate courteously and effectively (verbal and written) with the public under varying conditions
- Ability to communicate effectively (verbal and written) with internal and external contacts

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/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.