

# Woolwich Township Job Posting



**Date:** July 14, 2026  
**Position:** BCC Staff – Customer Service (Part-Time)  
**Wage Rate/Grade:** \$17.60 - \$19.50 per hour

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Discover the charms of the Township of Woolwich, a growing community with a bright, well-managed and well-planned future in the Region of Waterloo. Woolwich is known for its unique heritage, farms and farmers markets, scenic trails, bridges, and landmarks. Our communities provide a rural lifestyle with all the conveniences of urban centres nearby. The quality of life in Woolwich is superior, and as an employee of the Township, you will play a key role in helping shape the next phase of our future growth and development.

Recreation & Community Services is seeking one (1) part-time Customer Service Staff due to a vacancy.

## **Purpose of position and profile:**

This position will provide administrative support services and excellent customer service for the public and user groups at the Breslau Community Centre.

## **Responsibilities:**

- Provide exceptional customer service to the public, recreation user groups, community groups and other agencies, consistent with Department and Corporate standards
- Processes registrations, memberships and over the counter payment for programs
- Prepares and balances daily and weekly deposits
- Answers telephone and greet visitors, providing routine information
- Assists in processing daily schedules
- Assists with facility rental requests
- Assists with the development of promotional materials and special event administration
- Other duties as assigned

## **Qualifications, Knowledge, Skills and Work Requirements:**

- Grade 12 education or equivalent
- Valid Standard First Aid and CPR Certification
- Ability to read and communicate fluently in English
- Excellent customer service, interpersonal and communication skills and ability to deal with verbal complaints in an appropriate fashion
- Knowledge of ActiveNet or other Recreation software an asset
- Administrative skills and experience, and handling money an asset
- Interest and general knowledge of recreation activities with a good understanding of the Recreation and Facilities Services operation
- Proficient in computer programs, specifically Windows, MS Word, Excel, Publisher and Outlook
- Ability to work as a part of a team and with members of the public, other Township staff and external agencies
- Ability to multi-task in a very fast paced environment
- Ability to organize work and set own priorities

Regular hours of work will be up to 24 hours per week based on operational needs, during Monday to Friday, 8:00 am - 9:00 pm.

Interested applicants are invited to submit their resume via the [Township Job Board](#) prior to **4:00 pm on July 31, 2026. Please quote job posting 2026-32.**

All applicants are thanked for their interest in these positions however, only those selected for an interview will be contacted.

The Township of Woolwich is committed to diversity and inclusion and offers an accessible workplace. We are an equal opportunity employer and are committed to meeting the needs of applicants during all phases of the hiring process. This document is available in alternate formats, or with accessible communication supports, upon request.