Careers

Recreation Clerk - Part-time Positions

The City of Kelowna's Active Living & Culture Division provides recreational and cultural programs and services that support the health, fitness, and leisure pursuits of residents of Kelowna. The division is dedicated to providing programming that encourages our residents to be involved, get active and explore Kelowna's awesome natural playground.

We are currently seeking dynamic, self-motivated, and team-oriented customer service professionals to join our team in a PT Recreation Clerk role. As a Recreation Clerk, you will assist with membership pass sales, program registrations, maintaining customer accounts, and general administrative support. This is a public-facing position where you will utilize your strong customer service skills to interact with our diverse population of residents. Excellent customer service, cash handling, and problem-solving skills are essential in this position, along with the flexibility to work varied shifts (days, evenings & weekends) at multiple locations (Parkinson Recreation Centre, Sport Kelowna, Kelowna Community Theatre, etc.).

Qualifications

- Highschool Graduation or Equivalent
- Bondable/cash handling
- Criminal Record Check
- Customer Service & Strong Communication Skills
- Teamwork & Flexibility
- Computer Literacy

Help create Kelowna as a *City of the Future*. Our diverse and dynamic team strives to innovate to make things better, work as one team, serve proudly, and lead responsibly. Live, work and play in one of Canada's fastest growing cities. Kelowna boasts miles of lake access, public areas and outdoor recreation opportunities, a vibrant downtown and cultural scene, healthy and connected neighbourhoods, and a world-renowned College and University. You're only a quick link to the world via the Kelowna International Airport.

Grow your career in an organization that supports employee work-life balance and career and professional development. This is a CUPE bargaining unit position with an hourly rate progressing starting at $31.79 per hour plus 14% in lieu of benefits, vacation and statutory holidays.

The City of Kelowna is committed to being an organization that values and reflects its community's diverse population, and to fostering an equitable, inclusive, and progressive work environment where everyone can be their authentic self and feels a sense of belonging.

For further information or to apply, please check our website at www.kelowna.ca/careers

Applications must be received by end of day **December 8, 2026.**

Applicants not contacted within three weeks of the closing date are thanked for their interest