

Guest Services Ambassador II (Part Time)

Job Requisition	JR-2026-290 Guest Services Ambassador II (Part Time) (Open)
Job Family	CUPE
Start Date	2026-10-20
End Date	2026-11-04
Primary Posting	No
External Posting URL	https://vernon.wd10.myworkdayjobs.com/Vernon-Career_EXT/job/Active-Living-Centre/Guest-Services-Ambassador-II--Part-Time-_JR-2026-290
Description	

Internal Closing Date:

Oct 28, 2026

External Closing Date:

Nov 4, 2026

Note: Posting comes off at 12:00AM on the closing date, with the competition closing at 11:59pm the day prior.

Hourly Rate:

34.56

Minimum Weekly Hours:

4

Two (2) positions available.

4 hours guaranteed weekly.

Reporting to the Coordinator, Guest Services, this position provides cashier duties, clerical, typing, and reception work under limited supervision, at the Recreation Facilities. This position also performs a variety of clerical work supporting a variety of functions while upholding the City of Vernon's core values.

Duties Include:

- Receives records, reconciles cash and cheques received, and issues tickets and/or receipt.
- Receives payment in all approved forms.
- Checks and balances cash receipts.
- Prepares bank deposits as required.
- Prepares daily reports of cash receipts.
- Processes registrations in the Xplor Recreation software system for recreation activities & programs.
- Processes pass sales and daily admissions in Xplor Recreation software.
- Answers telephone, personal inquiries, and secures and gives out routine information.
- Types letters, reports, forms, memoranda, articles, and other material from copy, rough draft

- or previously prepared data.
- Updates pamphlets, advertising flyers, and schedules.
- Acts as a clerk to division staff including, placing calls, relaying and taking messages, filing, and photocopying.
- Operates standard office equipment including the use of a two-way radio.
- Observes video surveillance equipment and responds according to established procedures.
- Provides back-up to pool staff during an emergency by calling for assistance or helping with pool evacuation as necessary.
- Performs other duties as required.
- All persons employed by the City of Vernon will be required to assist the City in providing emergency services. Duties assigned during an emergency may differ from regular duties.

Required Education and Experience:

- Office Administration Certification or equivalent.
- Minimum 6 months experience in cash handling methods including receiving money, making correct change, and issuing receipts.
- A combination of related education and experience may be considered.

Required Knowledge, Skills and Abilities:

- Ability to exercise courtesy, tact, and diplomacy in dealing with the public and with other city personnel.
- Accurately types a minimum of 40 wpm.
- Thorough knowledge of office practices and procedures.
- Demonstrated knowledge in the use of office equipment.
- Basic knowledge of all applications of the Microsoft Office Suite including but not limited to, Access, Excel, Outlook, and Word.
- Proven clerical ability.
- Ability to obtain and maintain an acceptable Police Information Check with the Vulnerable Sector Check.

Preferred Knowledge, Skills and Abilities:

- Basic knowledge of Xplor Recreation Software.
- Previous experience working in a Recreation environment.
- Administrative Assistant Certificate (10-month course).

To Apply:

Please submit your resume, quoting the appropriate competition online at [vernon.ca/careers](https://www.vernon.ca/careers) by selecting "apply" and creating a candidate profile.

- Internal applicants are asked to apply using their worker profile.

The City of Vernon wishes to thank all applicants; however, only those candidates selected for an interview

will be contacted. Please note that we are unable to accept phone calls regarding application status.

Worker Sub-Type	Permanent
Location	Active Living Centre
Time Type	Part time
Locations	
Supervisory Organization	Guest Services Team