

Guest Services Ambassador I (Part Time)

Job Requisition	JR-2026-289 Guest Services Ambassador I (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-I--Part-Time-_JR-2026-289
Description	

Application 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.

Salary Range:

\$29.63 - \$29.63

Four (4) positions available.

4hours 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:

- Provides superior guest services experiences with enthusiasm, creativity and flexibility in delivering quality programs & services.
- Processes daily admissions and retail items in the Point of Sale (POS) system.
- Receives payment in all approved forms.
- Checks and balances cash receipts, balances cash drawer, and completes daily cash outs.
- Ensures guests accessing the facility have appropriate fees and charges applied or a valid membership.
- Operates standard office equipment including the use of a two-way radio.
- Observes video surveillance equipment and responds according to established procedures.
- Monitor inventoried resale items.
- Collects and completes data entry of facility statistics.
- Organizes Front Desk area including Lost & Found.
- Provides back-up during an emergency by calling for assistance or helping with evacuations 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:

- 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.
- 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 work irregular hours that meets the needs of the business is required; flexible and/or consistent scheduling may be available.
- Ability to obtain and maintain 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.

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.

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