



THE VILLAGE OF BURNS LAKE

VILLAGE RECREATION CLERK - CASUAL

The Village of Burns Lake is seeking a qualified, competent and committed individual for a casual employment opportunity at the Lakeside Multiplex. Applicants must be available to work weekdays, evenings and weekends.

The Recreation Clerk is responsible for fulfilling day-to-day tasks at the multiplex. The clerk is responsible for being a welcoming and helpful presence to the public as they enter the facility and completing payment, rental, and registration transactions for any visitors to the facility. The successful applicant will also be required to take Rock Climbing Training to be able to belay the public.

Responsibilities:

- Answering and directing calls
- Greeting and assisting the public with all transactions including memberships, registrations, course enrolment, inquiries, and program promotion
- Ensuring proper safety behaviors are being followed in all facilities
- Completing facility checks and cleaning

Qualifications:

- Excellent interpersonal skills
- Must have experience with computer applications including recreation management programs
- Strong writing and communication skills
- Experience working with children in a recreation setting
- Certification in any fitness, sport, climbing, coaching, or other recreation program would be considered an asset

The CUPE hourly rate of pay for this position is \$16.98 per hour (2017 rates).

Applicants should submit a detailed resume, with cover letter, that reflects their knowledge, skills, abilities and enthusiasm relevant to the position. This posting will remain open until a suitable applicant is selected. Only those candidates selected for a preliminary interview will be contacted. Successful candidates will be required to submit a driver's abstract and criminal record check.

Attn: Dolores Funk
Village of Burns Lake
PO Box 570
Burns Lake, BC V0J 1E0
Or send to: dfunk@burnslake.ca Subject Line: Village Recreation Casual Clerk