



INTERNAL JOB POSTING

RECREATION LEADER / CASHIER

Dept.	Recreation Services	File No.:	7900-01 Pool HR
Position:	Recreation Leader / Cashier	Pay Grade:	Pay Grade 1
Posting Date:	October 7 th , 2020	Closing Date:	4:00pm Friday October 16 th , 2020
Term:	Temporary (Approx. Oct through April.)		
Hours:	Casual - Schedule 'B' – Works and Services		

1. Nature and Scope of Work

Reporting to the *Recreation Services Lead Clerk*, this position mainly undertakes work associated with the coordination and implementation of recreation programs, acting as cashier, overseeing drop-in programs and activities as necessary, and assuming a positive public relations role as an ambassador for department.

2. Primary Responsibilities

- Receives payments for admission to regularly scheduled and special recreation events;
- Keeps attendance records;
- Leads recreation activities as necessary;
- Enforces rules and deals effectively with emergencies;
- Undertakes routine janitorial tasks and assists other recreation staff as appropriate;
- Performs other related duties as assigned.

4. Supervision

The position reports to the *Recreation Services Lead Clerk* and has no direct supervisory authority.

5. Minimal Qualifications

Education and Experience

- Level 1 First Aid Certificate or equivalent;
- Valid and current Driver's Licence;
- Handling of cash and associated duties.

Specific Skills

- Ability to communicate effectively both orally and in writing and to deal courteously, tactfully, impartially and firmly with the public;
- Demonstrated ability to work independently with minimal supervision;
- Demonstrated skating ability preferred;
- Knowledge of age-appropriate games and/or recreation activities.

6. Preferred Qualifications and Desirable Skills

- WHMIS certification.

7. Remuneration

Wage, terms, and work schedule are as indicated in the Town of Golden and CUPE Local 2309 Collective Agreement and applicable Letters of Understanding.

We are interested in good team players, communicators, and positive influencers in our organization, committed to provide enthusiastic service and support to the public.

Applications must include a cover letter, resume, and copies of current certifications.
Applications may be delivered by post, fax, hand, or electronically, and will be received until 4:00 pm (Mountain Time) Friday, October 16th, by:

Jordan Petrovics, Manager of Recreation Services
Town Hall – 810 9th Avenue South, P.O. Box 350, Golden, BC V0A 1H0,
Fax: (250) 344-6577, E-mail: jordan.petrovics@golden.ca

Candidates with lesser qualifications may be considered.
Only those applicants selected for an interview will be contacted
We reserve the right to collect both direct and indirect information about any applicant selected for an interview