



EXTERNAL JOB POSTING

Dept.	Recreation Services	File No.:	2790-20-Aquatic Workers 2017
Position:	Recreation Clerk	Pay Rate:	Pay Grade 3
Posting Date:	Tuesday February 14 th 2017	Closing Date:	4:00pm, April 1 st 2017
Term:	Temporary (Approx. May through early Sept.)		
Hours:	Schedule 'B' – Works and Services		

Nature and Scope of Work

Under general supervision, the position is a front line role at the Golden Municipal Swimming Pool providing customer service, reception, and cashier duties, program registrations, and other administrative support. The position works closely with Aquatic Workers, maintenance staff, and the Manager and Coordinator of Recreation Services.

Primary Responsibilities

- Perform program registrations;
- Process payments and collect fees using a cash register and debit machine;
- Maintain attendance records for all pool programs and services using a pre-existing database;
- Answer public enquiries regarding facilities, programs, rules and regulations, services and special events;
- Control public access and conduct within the pool administration area;
- Act in a support role to aquatic workers in emergency situations;
- Portray a positive public relations image;
- Perform routine maintenance duties as required;
- Complete reports as required; and,
- Proactively ensure an environment of mutual respect and professionalism toward fellow employees and in accordance with relevant corporate policy.

Secondary Responsibilities

- Perform additional duties as required by the *Recreation Services Coordinator*.

Supervision

The position reports directly to and is supervised by the *Recreation Services Coordinator* with

departmental oversight by the *Manager of Recreation Services*.

Minimal Qualifications

Education and Experience

- Standard First Aid, Aquatic Emergency Care or equivalent accreditation.
- CPR "C" accreditation.

Specific Skills

- Ability to deal effectively with emergency situations involving injuries;
- Thorough knowledge of the Red Cross Swim Lesson program;
- General knowledge of standard pool operations and regulations;
- Knowledge of Golden Municipal Swimming Pool programs, policies, and procedures
- Experience performing cash outs and reconciliations
- Ability to use Microsoft outlook, word, excel
- Ability to demonstrate exceptional customer service skills;
- Ability to work well in a team setting; and,
- Strong organization and communication skills.

Preferred Qualifications, Education, and Desirable Skills

- NL certification.
- Red Cross Water Safety Instructor certification.
- Lifesaving Instructor certification.
- BCRPA Pool Operator Level 1.
- Aquafitness instructor certification
- Experience with MAIS software.
- Courses in the principles of recreation, health & fitness leadership; accounting; tourism; marketing and/or business.

Applications may be delivered by post, fax, hand, or electronically, and will be received until 4:00 pm (Mountain Time) Saturday April 1st, 2017 to:

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.*