



THE VILLAGE OF BURNS LAKE

VILLAGE RECREATION CLERK

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

Job Requirements:

- 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 Microsoft Office
- Knowledge of recreation management programs such as Booking
- Strong writing skills
- Experience working with children in a recreation setting

TO APPLY:

Applicants should submit a detailed resume with cover letter that reflects their knowledge, skills, abilities and enthusiasm relevant to the position by Monday, December 17th, 2018 at 10:00 am.

By Mail: Attn: CAO
 Village of Burns Lake
 PO Box 570
 Burns Lake, BC V0J 1E0

By E-Mail: village@burnslake.ca
Subject Line: Recreation Clerk

By Fax: 250-692-3059

The Village of Burns Lake wishes to thank all applicants; however, only those candidates selected for an interview will be contacted.