



THE VILLAGE OF BURNS LAKE VILLAGE RECREATION PART TIME CLERK

The Village of Burns Lake is seeking a qualified, competent and committed individual for a permanent part time opportunity at the Lakeside Multiplex.

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
- Experience with computer applications including recreation management programs
- Strong writing and communication skills
- Experience working with children in a recreation setting
- High Five Principles of Healthy Child Development an asset
- Instructor 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). This position is a set schedule of alternate weekends at 16 hours per week, though some alternate shifts may be available depending on facility requirements.

Applicants should submit a detailed resume, with cover letter, that reflects their knowledge, skills, abilities and enthusiasm relevant to the position no later than **10:00AM August 30th**. Only those candidates selected for a preliminary interview will be contacted, no phone calls please. Successful candidates will be required to submit a driver's abstract and criminal record check.

Attn: David Geronazzo
Village of Burns Lake
PO Box 570
Burns Lake, BC V0J 1E0

Or send to: dgeronazzo@burnslake.ca Subject Line: Village Recreation Part Time Clerk