

**Facility Bookings Clerk- Leisure Centre
(Full Time, Permanent)
(Job # 2021-068-IE)**

Department: Leisure & Community Services
Status: Full-time, Permanent
Date Posted: October 12, 2021
Date Closing: **October 19, 2021 4:30 p.m.**
Number of positions: 1
Scheduled Hours/Shifts: 35 hours per week
Salary: \$51,018 - \$62,071

Position Purpose:

The Facility Bookings Clerk is responsible to coordinate and administer the facility permits/contracts function including responding to inquiries from the public, staff and community groups, expediting requests for facility reservations, including: gymnasium, pool, MPR, liaison with the Operations staff on set-up and amenity requirements; collection of user fees; schedules; statistics and report compilation; coordinates seasonal booking allocations; processes program registration, memberships, facility bookings, POS and report printing and attend meetings as required. This position is also responsible to provide reception and customer service duties and respond to general enquiries from the public, facility users and program participants.

Qualifications and Requirements:

- Minimum of Ontario Secondary School Diploma (Grade 12 Business), Community College Business and Accounting Diploma preferred
- Minimum of three (3) years working knowledge and demonstrated experience in administrative functions
- Demonstrated Customer Service and Facility Booking experience, working with the public in a busy, high-volume facility; accounts receivable/cash-handling in a busy computerized environment, and experience in the operation/maintenance and troubleshooting of the Active Network Program Operating Computer System and database
- Proficiency in Word, Excel, PowerPoint, & Outlook
- Ability to prioritize work and to work under pressure to meet deadlines
- Strong organizational, communications, coordination, and problem-solving skills
- Strong interpersonal skills including the ability to deal courteously and effectively with the public, program participants, community groups, staff and other Departments; and the ability to diffuse escalating situations
- Valid Class G Driver's License, in good standing and reliable vehicle to use on corporate business an asset
- Availability to work evenings and every other Saturday
- The ability to function as a team member in a municipal office environment

How to apply:

Please forward your resume in confidence by **October 19, 2021 at 4:30 p.m.**, identifying Job # 2021-068-IE in the subject line to hr@townofws.ca.

Committed to diversity and a barrier-free environment: Whitchurch-Stouffville is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce reflect the citizens we serve. At the Town, we respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.

As a result of the COVID-19 pandemic and in support of the Town's commitment to a healthy and safe workplace, the Town has a vaccination requirement for all employees. Successful candidates will be made an offer of employment on the condition of being fully vaccinated against COVID-19. Fully vaccinated is defined as having received all of the required doses of a Health Canada approved vaccine and having received the final dose at least 14 days prior to November 1st, 2021.

Successful candidates will be asked to provide proof of full vaccination. In the event that that a candidate is unable to be vaccinated as a result of a ground protected by applicable provincial human rights legislation, the Candidate may submit a written explanation of the ground and any supporting documentation to determine if they are exempt from this requirement.

We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.