

Facility Clerk- Leisure (Part-time)

(Job # 2021-069-IE)

Department:	Leisure & Community Services
Status:	Permanent, Part-Time
Date Posted:	October 20, 2021
Date Closing:	October 27, 2021, 4:30 p.m.
Number of Positions:	3
Scheduled Hours/Shifts:	Hours of work may vary, shifts include daytime, evenings and weekends
Salary:	\$24.81 - \$27.91 per hour

Position Purpose:

Reporting to the Recreation Administration Supervisor, this role will be responsible to provide reception, customer service and to respond to general enquiries from the public, facility users and program participants; controls public access to various areas within the facility such as the pool and fitness centre; processes admissions, registrations, various memberships and expedites associated cash-handling duties and assists in the coordination of Leisure Centre facility bookings and associated tasks, compiles user statistics; maintains the facility "Lost and Found" service; maintains stock of facility/programs information flyers, provide clerical support as required to all areas of programming; provide support to other part-time reception staff and performs telephone-answering duties.

Qualifications and Requirements:

- Minimum of Ontario Secondary School Diploma (Grade 12 Business).
- At least one (1) year related experience including customer service.
- Knowledge of computerized registration and membership processing system.
- Customer service experience in a busy, high volume facility.
- Cash-handling experience in a high -volume computerized environment; experience working with the public on a regular basis.
- Good organizational, interpersonal, arithmetic and telephone skills.
- Proficiency in Microsoft Word, Excel, Powerpoint and Outlook.
- Experience with ActiveNet Software including but not limited to registration, memberships and POS.
- Strong interpersonal skills, ability to deal courteously and effectively with program participants, the general public and staff at all times.
- Availability to work flexible hours and/or shifts.
- Experience working in municipal recreation an asset.

How to apply:

Please forward your resume in confidence by **October 27, 2021 at 4:30 p.m.**, identifying **Job # 2021-069-IE** in the subject line to hr@townofws.ca.

Please save your resume in PDF version and save the document in the following format: *Full name, Position Title*.

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.