

**Client Services Clerk – Town of Whitchurch-Stouffville
Museum & Community Centre
(Job # 2022-108-IE)**

Department: Leisure & Community Services
Status: Part Time, Permanent
Date Posted: **September 13, 2022**
Date Closing: **September, 27, 2022 @ 4:30pm**
Scheduled Hours/Shifts: 28 hours per week/Schedule varies
Salary: \$25.31-\$28.47 per hour
Flexible Working Arrangements: Unavailable

Position Purpose:

The Whitchurch-Stouffville Museum & Community Centre is accepting applications for a Client Services Clerk – Museum & Community Centre. This is a part-time position, working 28 hours per week. Duties include a broad range of customer service-related tasks, including front line reception, providing museum tours, supporting museum operations, responding to rental inquiries, completing sales transactions, performing clerical tasks, attending and participating in all staff activities (training, meetings), among other duties assigned. Training for this position will start once the hiring process is complete; shifts typically Tuesday – Saturday, with workdays and shift times varying dependent on operational needs, including occasional evening and weekends.

Qualifications and Requirements:

- Minimum of Ontario Secondary School Diploma (Grade 12). Experience in Museum Studies/Education, Hospitality & Tourism, Event Management an asset.
- Must be at least 19 years of age.
- Must be able to lift 30-50lbs.
- Demonstrated experience in customer service, administration, and event/program facilitation
- Excellent interpersonal skills, organizational skills, initiative and time management
- Superior problem-solving skills; ability to follow established site safety procedures
- Ability to deal courteously and effectively with clients, hired service providers, staff and volunteers
- Disciplined event management skills
- Standard First Aid Certification (can be completed after hiring)

How to apply:

Please forward your resume in confidence by **September 27, 2022 at 4:30 p.m.**, identifying **Job # 2022-108-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 14 days prior to your start date.

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.