

Facility Clerk (Job # 2025-099-IE)

Department:	Community Services
Status:	Part Time, Temporary (up to 12 months)
Date Posted:	October 27, 2025
Date Closing:	November 07, 2025 at 4:00 p.m.
Number of Positions:	1
Scheduled Hours/Shifts:	Up to 30 hours per week
Salary:	\$27.36 - \$30.78 per hour
Flexible Working Arrangements:	No

WHY Stouffville:

Working for the Town of Stouffville means being a part of one of HRD Canada's Best Places to Work. Here, we foster a sense of belonging as a tightknit workforce. The Town is dedicated to supporting employees by offering competitive wages, opportunity to participate in OMERS pension plan, complementary gym membership and access to our employee discount program.

Allow your resume to stand out with experience working within a local government organization, while working within your community. Those joining the Leisure Centre team will have an opportunity to work amongst a dynamic group of peers in a positive work environment.

We are committed to being an equal opportunity employer, supportive of 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.

Position Purpose:

Reporting to the Recreation Administration Supervisor, this role will be responsible to provide administrative support, customer service and 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, fitness centre and gymnasium; processes admissions, registrations, various memberships and expedites associated cash-handling duties; 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, and provides clerical support as required; provides support to other part-time reception staff.

Qualifications and Requirements:

- Minimum of Ontario Secondary School Diploma (Grade 12 Business).
- Availability to work flexible hours and/or shifts, including daytime, evenings, weekends and is required to work independently
- At least one (1) year related experience including customer service in a busy, high-volume facility.
- Cash-handling experience in a computerized environment.
- High degree of accuracy and attention to detail.
- Good organizational, interpersonal and communication skills.
- Proficiency in Microsoft Word, Excel and Outlook; knowledge of computerized registration, membership and POS processing system an asset.
- Superior customer service skills, with a focus on ensuring effective service while maintaining a positive, professional attitude.

- Experience working in municipal recreation an asset.

**How to apply:**

Please forward your resume in confidence by **November 07, 2025 at 4:00 p.m.**, identifying **Job # 2025-099-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*

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