

Facility Clerk (Job #2023-037-IE)

| | |
|---------------------------------------|---------------------------------------|
| Department: | Leisure & Community Services |
| Status: | Part Time, Contract (Up to 12 months) |
| Date Posted: | March 13, 2023 |
| Date Closing: | March 24, 2023, 4:30 p.m. |
| Number of Positions: | 1 |
| Scheduled Hours/Shifts: | Up to 24 hours per week |
| Salary: | \$25.79 - \$29.01 per hour |
| Flexible Working Arrangements: | Unavailable |

Position Purpose:

Reporting to the Recreation Administration Supervisor, this role will be responsible to provide reception, 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, and weekends.
- 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 **March 24, 2023 at 4:30 p.m.**, identifying Job #2023-037-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.

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