THE VILLAGE OF BURNS LAKE

RECREATION CLERK

The Village of Burns Lake is seeking a qualified, competent and committed individual for a permanent, full-time opportunity at the Lakeside Multiplex. Applicants must be available to work evenings and weekends.

The Recreation Clerk is responsible for fulfilling day-to-day tasks at the multiplex. The clerk is responsible for being a welcoming and helpful presence to the public as they enter the facility and completing payment, rental, and registration transactions for any visitors to the facility. The successful applicant will also be required to take Rock Climbing Training to be able to belay the public.

Job Requirements:

- Answering and directing calls
- Greeting and assisting the public with all transactions including memberships, registrations, course enrolment, inquiries, and program promotion
- Ensuring proper safety behaviors are being followed in all facilities
- Completing facility checks and cleaning
- Assisting with direct delivery of programs

Qualifications:

- Excellent interpersonal skills
- Must have strong computer skills
- Strong verbal and written communication skills
- Knowledge of recreation management programs such as PerfectMind would be an asset
- Experience working in a recreation setting would be an asset

TO APPLY:

Applicants should submit a detailed resume with cover letter that reflects their knowledge, skills, abilities and enthusiasm relevant to the position. This position will be open until filled.

By Mail: Attn: Director of Recreation Services
Village of Burns Lake
PO Box 570
Burns Lake, BC V0J 1E0

By E-Mail: village@burnslake.ca
Subject Line: Recreation Clerk

The Village of Burns Lake wishes to thank all applicants;
However, only candidates selected for an interview will be contacted.