



THE VILLAGE OF BURNS LAKE RECREATION CLERK/PROGRAMMER

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

The Recreation Clerk/Programmer is responsible for fulfilling day-to-day tasks at the multiplex; The successful candidate will be 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. Additionally, this role supports recreation programs through preparation & leading of recreation programs. 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 planning & direct delivery of programs

Qualifications:

- Excellent interpersonal skills
- Must have strong computer skills
- Strong verbal and written communication skills
- Experience leading recreation programs is preferred
- Experience in customer-service related position is preferred

This position is a part-time (minimum 24 hours/week) union position with an hourly wage of \$20.03.

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.

Applications can be sent via email to village@burnslake.ca , or dropped off in person at the Lakeside Multiplex (103 Flogum Drive, Burns Lake) or at the Village of Burns Lake Office (15 3rd Ave, Burns Lake)

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