

CAREER OPPORTUNITY PERMANENT FULL TIME ADMINISTRATIVE COORDINATOR



The Bulkley Valley Regional Pool & Recreation Centre is a community recreation centre like no other! Built and operated by the not-for-profit Bulkley Valley Aquatic Centre Management Society the recreation centre features a 4-lane 25m main pool, leisure lagoon, tot pool, 25 person hot tub, sauna, fitness studio, indoor rock climbing wall and convertible squash/racquetball courts.

This position is full-time work (32-40 hours per week), with a flexible schedule, including daytime, early morning and evening shifts. The Administrative Coordinator is a leadership role that includes a combination of reception and administrative duties. As a Receptionist,

this position works at the front desk; processes admissions, registrations, and concession sales, cash handling and balancing, customer service, janitorial duties and provides administrative support to staff at the facility. As an Administrative Coordinator, the duties include overseeing the processes and functionality of the front desk operation and team: marketing, on-boarding and training front desk staff, Active Net administration, inventory and ordering, occasional payroll coverage and supporting with program/facility bookings.

Compensation

This position has a pay range of \$27.59-\$30.30/hr depending on qualifications and experience. It also includes additional benefits such as free facility access and a 25% discount on programs and merchandise.

Following a successful 3-month probation period, this position is eligible to receive a comprehensive medical and dental benefits package, sick pay, RRSP matching contributions, paid recertification courses, years-of-service wage increases, and professional development opportunities.

Requirements

- Exceptional customer service and professionalism
- 3+ year(s) of administrative duties experience, proficiency in using office equipment and related software
- Sound knowledge of cash handling procedures including cash report reconciliation
- Completion of Grade 12 or equivalency
- Standard First Aid and CPR C (or willingness to take)
- Formal training in accounting, office procedures and customer service

Desirable:

- Food Safe Certification (Level I)
- Bookkeeping experience
- Belay Ticket
- Knowledge of BV Pool and Recreation Centre programs
- Experience with ActiveNet or other web-based sales and registration programs

***If you wish to pursue this opportunity please submit a cover letter & resume by
Friday, November 13, 2026 at 5:00pm to:***

Emma Baker, Facility Manager
 Bulkley Valley Regional Pool & Recreation Centre
 PO Box 2298, 1316 Toronto St. Smithers BC, V0J2N0
 Fax: 250-847-4248 Email: jobs@bvpool.com

We wish to thank all applicants for their interest; however, only those selected for interviews will be contacted.