

JOB POSTING

Front Desk Clerk – Pool & Recreation

Full-time Permanent

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.

In this role, you will be responsible for front-desk and administrative operations, including greeting patrons, answering phone and email inquiries, processing program registrations, memberships, and merchandise sales, and completing point-of-sale transactions. Additional responsibilities include balancing the till, maintaining records, inventory tracking and purchasing, preparing basic advertising and communications, and supporting daily office administration. Light janitorial duties are also required. We are seeking an organized, customer-focused individual with strong communication skills who can manage multiple administrative tasks with accuracy and attention to detail.

Hours of Work

Scheduled weekly shifts 32-40 hours, which will include a variety of early mornings (5:30am– 2pm), day-time and evenings (2-10pm). Work week is either a Tuesday to Saturday or Sunday to Thursday.

Compensation

This position is paid at a rate of \$25.08/hr and receives additional benefits including employee free facility access and a 25% discount on programs and merchandise. Following a successful 3-month probation period, employees are eligible to receive a subsidized comprehensive benefits package including 2 weeks paid holidays, sick time, medical and dental coverage. Years of service increase in vacation pay, pay scale and RRSP contributions are part of our long-term staff incentive policies.

Requirements

- Exceptional customer service and professionalism
- Sound knowledge of cash handling procedures including cash report reconciliation
- Exercise initiative in making decisions in accordance to applicable rules and policies
- Proficiency in using office equipment and related software
- Experience in Recreation
- Standard First Aid and CPR C (*can be obtained or recertified at the BV Pool and within 6 months hire date*)
- Food Safe certificate (*or willingness to take*)

If you wish to pursue this opportunity, please submit a cover letter & resume to:

Emma Baker, Facility Manager
Bulkley Valley Regional Pool & Recreation Centre
1316 Toronto St. Smithers BC, V0J2N0
Email: joinourteam@bvpool.com

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