

EMPLOYMENT OPPORTUNITY

Front Desk Clerk (Casual)

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 greeting patrons, answering inquiries, program registrations, membership and merchandise sales, point of sale transactions, balancing the till, light janitorial tasks, advertising, inventory, purchasing, and more. We are looking for someone who is friendly with strong communication skills and a proven ability to multitask while maintaining attention to detail.

Hours of Work

This position will be scheduled for between 10-25 hours per week (with the ability to pick up shifts, as needed). Hours will include a variety of early mornings, evenings and weekends.

Compensation

This position is paid at a rate of \$20.34/hr and receives additional benefits including employee free facility access and a 25% discount on programs and merchandise.

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
- Food Safe certificate (*or willingness to take*)
- Experience in Recreation
- Standard First Aid and CPR C (*can be obtained or recertified at the BV Pool and within 6 months hire date*)

***If you wish to pursue this opportunity, please submit a cover letter & resume by
November 23, 2025 to:***

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

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