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 friendly with strong communication skills and a proven ability to multitask while maintaining attention to detail.

Hours of Work

Casual positions will be scheduled a variety of which have the potential to include a variety of early mornings, evenings and weekends. Currently, we need to cover 2 afternoon/evening, and a Sunday shift.

- Casual 8- 25 hours

Compensation

Casual pay rate: $20.34 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 following applicable rules and policies
- Proficiency in using office equipment and related software
- Experience in Recreation
- Food Safe certificate (*or willingness to take*)
- 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 to

Tamara Gillis, Facility Manager

Bulkley Valley Regional Pool & Recreation Centre   Email: joinourteam@bvpool.com

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