



NEW WESTMINSTER

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Position Vacancy: Recreation Facility Clerk / Supervisor

DEPARTMENT:	Parks and Recreation	STATUS:	Full Time
NO. OF POSITIONS:	One	UNION:	CUPE, Local 387
HOURS OF WORK:	35 hours per week*	SALARY:	\$46,240 - \$54,294 annually

New Westminster Parks and Recreation Department is seeking a dynamic, outgoing and friendly Recreation Facility Clerk/Supervisor to join their team at the Canada Games Pool. You enjoy working in a fast-paced recreation environment where excellence in customer service is essential. The Recreation Facility Clerk/Supervisor will plan, assign, check, supervise, schedule, participate in the work and train a moderate sized group of staff and/or volunteers engaged in customer service, cashiering, processing admissions, registrations and rentals. Essential responsibilities of this position will also include preparing and maintaining time sheets and absenteeism reports for submission to payroll and participating in performance evaluations and selection of new staff; preparing correspondence; assigning shifts and tasks to temporary and volunteer staff; providing information and assistance to the public regarding classes and activities, schedules, fees, refunds and transfers; balancing cash and cheque remittances in payment of fees, registrations and rental accounts; preparing daily revenue reports; reconciling and auditing cash received from the public; training, educating and supporting the use of recreation management software; and preparing procedural manuals related to the work.

Requirements include:

- Completion of Grade 12/equivalent, including or supplemented by commercial courses, preferably including elementary accounting and word processing, plus sound related experience, or an equivalent combination of training and experience.
- Sound knowledge of community recreation principles and objectives.
- Working knowledge of computer applications related to the work performed (knowledge of Microsoft Office, CLASS, Perfect Mind, Kronos and POS would be preferred).
- Ability to supervise and exercise sound judgment, to resolve problems and to make decisions in accordance with the applicable rules, regulations, policies and procedures.
- Ability to review, develop and upon approval, implement new or improved systems and procedures in order to improve efficiencies, including cost saving efficiencies for staffing and facility scheduling.
- Ability to perform accounting and audit functions on cash receipts received from course registrations, program booking or other events.
- Ability to meet deadlines and to function effectively during busy periods.
- Ability to learn, and then demonstrate, clerical tasks, and then perform them in accordance with established practices.
- Ability to deal courteously and effectively with the public, staff and volunteers at all times.
- Ability to perform supervision and clerical duties with a minimum of direct supervision.
- The successful candidate must be able to pass and maintain a clear Police Information Check.

Apply by sending your resume quoting **competition #18-156, by March 1, 2019** to the Human Resources Department, City of New Westminster, 511 Royal Avenue, New Westminster, BC, V3L 1H9, Fax: (604)527-4619 or e-mail to hr@newwestcity.ca.

****This position works Sunday to Thursday (days and evenings).***

The City of New Westminster welcomes diversity and encourages applications from all qualified individuals. We thank all applicants for their interest and advise that only those selected for an interview will be contacted. This position is only open to those legally entitled to work in Canada.