

<b>DEPARTMENT:</b>	<b>Parks and Recreation</b>	<b>STATUS:</b>	<b>Auxiliary (10-12 month Maternity Leave Coverage)*</b>
<b>NO. OF POSITIONS:</b>	<b>One</b>	<b>UNION:</b>	<b>CUPE, Local 387</b>
<b>HOURS OF WORK:</b>	<b>35 hours per week**</b>	<b>SALARY:</b>	<b>\$26.35 - \$30.93/hr (2021 rates) plus 12% in lieu of benefits</b>

New Westminster Parks and Recreation Department is seeking a dynamic, outgoing and friendly Recreation Facility Clerk/Supervisor to join their team at the Centennial Community Centre. As a member of our team, you will 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 to large sized group of staff and/or volunteers engaged in customer service, cashiering, processing admissions, registrations and rentals. This role supervises a cashier/clerk team located at Centennial Community Centre and two outdoor pools. 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 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 (Xplore Recreation, formally Perfect Mind); and preparing procedural manuals related to the work.

**If you have the following characteristics and qualifications, we want to hear from you:**

- 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.
- Advanced knowledge of computer applications related to the work performed (knowledge of Microsoft Office, CLASS, Xplore Recreation (Formerly 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 train staff on a variety of clerical tasks, and ensure they 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 minimum direct supervision.
- Strong communication skills.
- The successful candidate must be able to pass and maintain a clear Police Information Check.

\*Training will commence in June 2022.

\*\*This position works a nonstandard work week (days and evenings).

Apply by sending your **cover letter and resume in one document** quoting the competition number, by June 15, 2022 to the Human Resources Department, City of New Westminster, 511 Royal Avenue, New Westminster, BC, V3L 1H9, e-mail to [hr@newwestcity.ca](mailto:hr@newwestcity.ca) using the following format in the subject line: **LAST NAME First Name #22-106**

*To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.*

*New Westminster is on the unceded and unsurrendered land of the Halq'eméylem-speaking peoples. It is acknowledged by the City that colonialism has made invisible their histories and connections to the land. We are learning and building relationships with the people whose lands we are on.*

*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.*