

DEPARTMENT:	Parks and Recreation	STATUS:	Auxiliary
NO. OF POSITIONS:	One	UNION:	CUPE, Local 387
HOURS OF WORK:	35 hours per week (Tuesday-Saturday)*	SALARY:	\$24.39 to \$28.54/hour + 12% in lieu of benefits & vacation

New Westminster Parks and Recreation Department is seeking a dynamic, outgoing and self-motivated Recreation Facility Clerk to support the Administration Office services and Centennial Community Centre. As a Recreation Facility Clerk your key responsibilities include: typing and formatting correspondence, assigning and completing action requests; taking meeting minutes; organizing and maintaining a variety of records, files and logs, including filing of project documents and their collection for information requests; organizing meetings; creating purchase requisitions and orders; and performing other related duties as assigned.

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

- Grade 12 graduation including or supplemented by courses in word-processing, typing and business plus considerable related experience.
- Thorough knowledge of business English, spelling, punctuation and arithmetic.
- Proficiency with clerical tasks and typing assignments, including taking meeting minutes, creating and maintaining paper and electronic filing systems.
- Sound knowledge of recreation services.
- Working knowledge of computer applications related to the work performed (knowledge of Microsoft Office 365, SharePoint, Perfect Mind, Kronos and JD Edwards would be preferred).
- Sound knowledge of the methods, practices and procedures used in operating computer word processing and other equipment as related to the work.
- Ability to deal effectively and professionally with the public, supervisors and staff and demonstrate exceptional customer service skills.
- Ability to work with customers for the sale of rentals and registered programs using registration programs (experience using PerfectMind is preferred).
- Ability to work independently and exercise independence of actions and judgment.
- Ability to maintain and process purchase requisitions, purchase orders and invoices for payment.
- The successful candidate must be able to pass and maintain a clear Police Information Check.

***The successful candidate will work Tuesday through Saturday until December 31, 2022, with the possibility of extension.**

Apply by sending your **cover letter and resume in one document** quoting the competition number, by June 24, 2022 to the Human Resources Department, City of New Westminster, 511 Royal Avenue, New Westminster, BC, V3L 1H9, e-mail to hr@newwestcity.ca using the following format in the subject line: **LAST NAME First Name #22-123**

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 unsundered 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.*