



**JOB OPPORTUNITIES- AUXILIARY**  
(These are Union positions)  
**POSTING #2021-13**

**RECEPTIONISTS**

Oak Bay, Henderson and Monterey Recreation Centres

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We are looking for enthusiastic individuals with a flexible schedule to join our Reception team as auxiliary Receptionists. These positions involve answering inquiries regarding recreation programs, both on the phone and over the counter, registering patrons, operating a point of sale system for public admissions as well as performing a number of clerical duties.

**Qualifications:**

- Extensive experience dealing with the public;
- Two years of office/ reception experience in a similar environment;
- Keyboarding skills (45wpm);
- Working experience with MS Office 2007;
- Multi-line telephone experience;
- Cash handling experience;
- Ability to deal with emergency procedures as required; including providing on-deck assistance to lifeguard staff during a pool emergency;
- Ability to work under pressure and without close supervision;
- Current CPR-C, and Occupational First Aid Level I certificates;
- Graduation from senior secondary school;
- Provision of a current Police or RCMP Criminal Record check.

These positions involve constant public contact therefore the successful applicants must have a warm friendly attitude, combined with good communication skills.

**Rate:** \$20.69 per hour plus \$2.90 per hour in lieu of benefits.

**Hours:** Shifts scheduled between 5:45am – 12:30am – 7 days a week  
*Up to a maximum of 17.5 hours per week; additional shifts may be available as need arises.*

**Please submit applications by 4PM on Friday, April 9th, 2021 to:**  
Job Application Drop Box, Recreation Oak Bay,  
1975 Bee Street, Victoria, BC, V8R 5E6; or  
**Email:** [recreationjobs@oakbay.ca](mailto:recreationjobs@oakbay.ca)

Subject line in email should read: 2021-13 Auxiliary Receptionists

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**Please note: Only those applicants selected for interview will be contacted**