

Monterey Head of Reception

Posting #PRC2023-84

Oak Bay Parks, Recreation and Culture is seeking a warm and friendly individual for the Head of Reception position at Monterey Recreation Centre. This position is responsible for establishing a welcoming environment for all visitors of the centre. Reporting to the Manager of Administrative and Reception Services the Head of Reception will hire, onboard, and schedule Auxiliary, Regular Part-Time, and Full-Time staff. Along with supervisory duties this position is responsible for contributing all areas of the Recreation Centre to ensure the smooth daily operations. Oak Bay Parks, Recreation and Culture offers a fantastic Municipal Benefits package which includes Pension Plan, Health and Dental coverage, vacation, and sick time entitlement. Other benefits include a Staff facility pass that provides access to our weightrooms, pool, skating rink, and drop-in fitness classes.

RESPONSIBILITIES

- Ensures effective operation of the office including program registrations, admissions, transfers, rentals, refunds, cash handling, auxiliary payroll, and secretarial duties.
- Answers enquiries, both in person and by telephone about all Recreation Oak Bay facilities and programs in a warm and informative manner.
- Trains, delegates, and provides supervision to Receptionists.
- Prepares monthly reception schedules in conjunction with the Supervisor.
- Other related duties as required.

QUALIFICATIONS

- Graduation from Senior Secondary school.
- Minimum two years office/reception experience.
- Experience in a supervisory/leadership role.
- Warm outgoing personality and extensive experience interacting with the public.
- Warm, outgoing personality and good communication skills.
- Ability to work independently and without close supervision.
- Accurate keyboarding skills of 45 wpm and proficiency in MS office software and computerized registration systems.
- Previous POS training.
- Current BC Driver’s License.
- Current CPR-C and OFA-Level 1 certification.
- Provision of a current Police Information Check with Vulnerable Sector Screening (Note: This is the applicant’s financial responsibility to obtain this).

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| HOURS OF WORK | Monday-Friday – 8:30am-4:30pm (35hrs/week) <i>Please Note: Successful applicant must be prepared to work flexible hours including evenings, holidays, and weekends, as required.</i> |
| LOCATION(S) | Monterey Recreation Centre |
| RATE | \$2,277.10-\$2,410.80 bi-weekly – 2023 rates |
| STATUS | Full-Time (This is a union position) |
| BENEFITS | <ul style="list-style-type: none"> • Municipal Benefits include; Pension Plan, Extended Health & Dental coverage, vacation, and sick entitlement. • Staff Membership to drop-in the weightroom, fitness classes, skating, and pool (applicable to employees with 1 or more set shifts per week). |

The District has previously enacted a mandatory COVID-19 vaccination policy to safeguard the wellbeing of all employees. This policy may be reinstated based on the level of assessed risk to District employees or Provincial Health Order requirements.

Please submit applications by 4:00pm, Tuesday, October 3rd, 2023 to:

Job Application Drop Box, Oak Bay Recreation Centre,
1975 Bee Street, Victoria, V8R 5E6; or
Email to: recreationjobs@oakbay.ca

Subject line in email should read: PRC2023-84 Monterey Head of Reception

Please note that only short-listed applicants will be contacted