

# Receptionist

## Posting #PRC2023-79

Do you have experience working with the public and have a passion for serving your community? Then we have the perfect fit for you! Oak Bay, Henderson and Monterey Recreation Centres are seeking dependable and enthusiastic individuals to join the Reception team. This position involves answering inquires regarding recreation programs, registration, operating a point-of-sale system for public admissions, and performing a number of clerical duties. These positions involve constant public contact therefore the successful applicants must have a warm friendly attitude, combined with good communication skills. Oak Bay Parks, Recreation and Culture offers an additional 14% in pay per hour in lieu of benefits for auxiliary employees, a staff facility pass that provides access to our weightroom, pool, skating rink, and drop-in fitness classes (granted with a regularly scheduled weekly shift). Oak Bay offers opportunities for advancement and growth within our organization.

**RESPONSIBILITIES**

- Answering both over the phone and in person inquiries regarding various recreation programs;
- Registering and finding the correct program to meet specific patron needs and wants;
- Taking admissions and operating a point of sale system;
- Liaises with the public in a friendly manner;
- Completing various clerical duties as required.

**QUALIFICATIONS**

- High school Diploma;
- Extensive experience working 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 Occupational First Aid Level I and CPR-C certifications;
- Provision of a current Police Information Check with Vulnerable Sector Screening (Note: This is the applicants financial responsibility to obtain this).

<b>HOURS OF WORK</b>	Shifts scheduled between 5:45am-10:30pm – 7 days a week <i>Please Note: Hours may vary based on operational requirements.</i>
<b>LOCATION(S)</b>	Oak Bay Recreation Centre, Henderson Recreation Centre, and Monterey Recreation Centre.
<b>RATE</b>	\$25.63 (\$22.48 per hour plus \$3.15 per hour in lieu of benefits – 2023 rates)
<b>STATUS</b>	Auxiliary (This is a union position)
<b>BENEFITS</b>	<ul style="list-style-type: none"> <li>• 14% in lieu of benefits per hour</li> <li>• Staff Membership to drop-in to the weightroom, fitness classes, skating, and pool (applicable to employees with 1 or more set shifts per week)</li> </ul>

*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, Friday, September 15<sup>th</sup>, 2023 to:**

Job Application Drop Box, Oak Bay Recreation Centre,  
1975 Bee Street, Victoria, V8R 5E6; or

Email to: [recreationjobs@oakbay.ca](mailto:recreationjobs@oakbay.ca)

**Subject line in email should read: PRC2023-79 Receptionist**

**Please note that only short-listed applicants will be contacted**