

Receptionist

Posting #PRC2023-78

Oak Bay Parks, Recreation and Culture is seeking a warm, enthusiastic, and flexible individual for our Receptionist position at the Monterey Recreation Centre. This position is responsible for varied general clerical and administrative work related to the functioning of the centre. 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

- Answers all enquiries regarding all recreation program information, establishing a warm, friendly atmosphere for visitors and staff at all times.
- Assumes all cashier responsibilities and procedures, including operation of the POS system.
- Completes all computerized and non-computerized program registrations and processes transfers, refunds, or credits when necessary.
- Assists Supervisor, Reception Services, by performing a variety of clerical duties, which can include: keyboarding, word processing, photocopying, mailing, filing, and maintains the reception area in good order.
- Ability to deal with emergency procedures as required; including providing assistance to lifeguard staff during a pool emergency.
- Other related duties as required.

QUALIFICATIONS

- Warm outgoing personality with extensive experience dealing with the public.
- Graduation from Senior Secondary School and minimum two years office experience.
- Proficiency in MS Office software and computerized registration systems.
- 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 | Various shifts. Maximum of 17.5 hours per week. Monterey Recreation Centre’s hours of operation are Monday-Thursday 8:30am-8:30pm, Friday 8:30am-4:30pm, Saturday 8:30am-4:00pm, Sunday 1:00-4:00pm. Please Note: Hours may vary based upon operational requirements. |
| LOCATION(S) | Monterey Recreation Centre |
| RATE | \$31.15-\$31.93 per hour (2023 rates) |
| STATUS | Regular Part-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, Monday, September 11th, 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: PRC2023-78 Receptionist

Please note that only short-listed applicants will be contacted