



JOB OPPORTUNITY- AUXILIARY

(This is a Union position)

POSTING #2021-16

SUMMER CAMP RECEPTIONIST

Oak Bay Recreation Centre

We are looking for an enthusiastic, organized individual to join our Reception team as a Summer Camp Receptionist. This position provides support to the summer camp programs and involves organizing camp lists, distributing camp itineraries, assisting with daily camp sign in, gathering and maintaining emergency contact information, liaising with parents and caregivers as required.

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.

This position involves constant public contact therefore the successful applicants must have a warm friendly attitude, combined with good communication skills.

HOURS: June 1st – September 1st, 2021
Sunday through Thursday, up to 35 hours per week.

RATE: \$20.69 per hour + \$2.90 per hour in lieu of benefits.

Please submit applications by 4pm, Thursday, May 6th, 2021 to:

Job Application Drop Box, Recreation Oak Bay,

1975 Bee Street, Victoria, BC, V8R 5E6; or:

Email to: recreationjobs@oakbay.ca

Subject line in email should read: 2021-16 Summer Camp Receptionist

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