



## **AUXILIARY JOB OPPORTUNITY**

(This is a Union position)

**POSTING #2021-44B**

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

#### **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;
- High school Diploma;
- Provision of a current Police or RCMP Criminal Record check.

**Rate of Pay:** \$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.*

**This posting will remain open until suitable applicants are found.**

**Please submit applications to:**

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

**Or email to:** [recreationjobs@oakbay.ca](mailto:recreationjobs@oakbay.ca)

Subject line in email should read:  
2021-44B Receptionists

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**Please note: Only short listed applicants will be contacted.**