

Receptionist

Posting #PRC2025-79

Oak Bay Parks, Recreation and Culture is seeking a warm, enthusiastic, and flexible individual for our regular part-time Receptionist position at the Oak Bay 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 offer 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 fitness centre, pool, skating rink, and drop-in fitness classes.

RESPONSIBILITIES

- Answers enquiries regarding all recreation program information, both over the telephone and over the counter.
- Knowledge of telephone system and telephone information and ensure all telephone schedule information is up to date.
- Assumes all cashier responsibilities and procedures, including operation of the cash register and opening and closing procedures.
- Ensures that computerized program information is current and accurate for patrons and staff.
- Completes all computerized and non-computerized program registrations and processes transfers, refunds or credits when necessary.
- Assists the Supervisor by performing a variety of clerical duties.
- Assists in program promotion by preparing and distributing brochures, keeping bulletin boards current, preparing posters, ensuring a constant and up-to-date supply and display of public information and reporting any shortages.
- Assists with lost and found items, resales, vending machine problems, and emergency procedures when required.
- Relays patron comments/suggestions to Area Coordinators.
- Other related duties, as required.

QUALIFICATIONS

- Warm outgoing personality with extensive experience dealing with the public.
- Working knowledge of reception skills such as filing, billing, cashiering, word processing and computerized registration programs.
- Graduation from Senior Secondary School and minimum of two years experience.
- Proficient with Microsoft Office 365.
- Current OFA-Level 1 and CPR-C certification.
- Provision of a current Police Information Check with Vulnerable Sector Screening (Note: This is the applicant's financial responsibility to obtain this).

HOURS OF WORK	Friday – 2:30-10:30pm Saturday – 2:30-10:30pm Sunday – 12:00-5:00pm Monday – 10:30am-2:30pm <i>Work hours may vary based on operational requirements.</i>
LOCATION	Oak Bay Recreation Centre
RATE	\$32.08/hr (step 1)-\$32.89/hr (step 3) – 2024 rates
STATUS	Regular Part-Time (This is a union position)
BENEFITS	• Municipal Benefits include Pension Plan, Extended Health & Dental coverage, vacation, and sick entitlement. • Staff facility pass to drop-in the fitness centre, fitness classes, skating, and pool

Please submit applications by 4:30pm, Friday, November 14th, 2025 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: PRC2025-79 Oak Bay Receptionist

Please note that only short-listed applicants will be contacted after the closing date of the posting