

EMPLOYMENT OPPORTUNITY

Recreation Receptionists

Casual | External
Recreation and Parks Services
Competition No.: 2025-1002



www.rdn.bc.ca



rdncareers@rdn.bc.ca

SKILLS & ABILITIES

- Strong interpersonal, customer service and communication skills with ability to deal tactfully with the public.
- Ability to serve large crowds in a timely and efficient manner.
- Excellent cash handling skills.

APPLICATION DETAILS

To apply for this position, send your cover letter and resume to rdncareers@rdn.bc.ca, clearly highlighting your education, experience, and qualifications relevant to the role. **Please quote 2025-1003 in the subject line of your email to ensure proper processing.**

**Applications will be accepted until:
4:00 pm, on January 29, 2025.**

Date Posted: January 8, 2025

A Criminal Record Check including a Vulnerable Sector Check is a condition of employment with the Regional District of Nanaimo.

ABOUT THE ROLE

The Regional District of Nanaimo is seeking casual Recreation Receptionists to join the Recreation and Parks Department. This is a public facing position focused on assisting the public in accessing recreation programs, facilities, events, and services. The job is based out of Ravensong Aquatic Centre in Qualicum Beach and Oceanside Place Arena in Parksville.

QUALIFICATIONS

High School Diploma (grade 12) plus one (1) to twelve (12) months prior job-related experience or an equivalent combination of training and experience. Keyboarding, word processing, switchboard and basic office equipment experience is required, and experience working with ActiveNet or other recreation registration software is an asset. Current First Aid Level 1 certification is a requirement.

POSITION DETAILS

This is a casual union position with varied hours of work including evenings and weekends. The (2024) rate of pay is \$30.45 to \$32.05 plus 9% in lieu of benefits including vacation and statutory holidays.

We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted

Recreation Receptionist
Recreation and Parks Services
Pay Band 4

Job Summary

The Recreation Receptionist contributes to the effective operation of the department through the efficient and accurate handling of office and reception duties. This position supports the Recreation Department by assisting team members in their duties, as required, to meet service expectations and departmental goals and objectives.

Primary Duties and Responsibilities

- Processes admissions to public events.
 - Provides switchboard and counter reception.
 - Receives registrations for recreation programs.
 - Performs basic cashier duties.
 - Assists the Program Secretary in performing general office duties as required.
 - Reviews, adheres to, and supports the adherence to safe work procedures in the workplace and generally promotes a safe work environment.
 - Performs other related duties as required.
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Job Qualifications

Education/Experience

- High School Diploma (Grade 12).
- One (1) to twelve (12) months prior job-related experience or an equivalent combination of training and experience.

Skills/Abilities

- Current First Aid certification, Level One.
 - Strong interpersonal, customer service and communication skills with ability to deal tactfully with the public.
 - Ability to serve large crowds in a timely and efficient manner.
 - Excellent cash handling skills.
 - Keyboarding, word processing, switchboard and basic office equipment experience.
 - Ability to work with a minimum of supervision.
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Reporting Relationship

Reports to: Superintendent, Recreation Program Services