

JOB POSTING

POSITION:	Recreation Assistant - Permanent Full-Time
DEPARTMENT:	Parks and Recreation
RATE OF PAY:	\$26.47 per hour (40 hours/week)
POSTING DATE:	Friday, July 5, 2019
CLOSING DATE:	Sunday, July 28, 2019 at 11:59 PM

JOB SUMMARY

Reporting to the Manager of Parks and Recreation, the Recreation Assistant is responsible for providing front line service and assists with the delivery of recreation programs, special events, projects and facility support within the Ucluelet Parks and Recreation Department.

Start date for this position is mid-August. Typical work week will be Sunday – Thursday between the hours of 9:00 am – 5:30 pm. Flex time to be mutually agreed upon when required to meet operational requirements.

DUTIES & RESPONSIBILITIES

- Carries out all duties that pertain to front line customer service, registration and bookings within the Ucluelet Parks and Recreation Department.
- Assists Recreation staff with the delivery of recreational programs/services.
- Assists with conference services.
- Assists with the set-up and delivery of Special Events.
- Carries out administrative duties including filing, website uploads, bookings and end of day procedures.
- Maintains Social Network operating systems with the Parks and Recreation Department and the District of Ucluelet.
- Assists the Parks and Recreation Department as required.

QUALIFICATIONS:

- Minimum completion of Grade 12 or equivalent.
 - Computer/data entry skills including Microsoft Office Applications, Social Networking and Publishing Programs.
 - Minimum 2 years' experience in Recreation, Special Events and/or customer service.
 - Acceptable Criminal Records check.
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Resumes and cover letters should be directed to the attention of:

Abigail Fortune, Manager of Parks & Recreation,
District of Ucluelet, Box 999, 200 Main Street, Ucluelet, BC V0R 3A0
E-mail: afortune@ucluelet.ca

For further information, contact the District of Ucluelet, at 200 Main Street, Ucluelet BC (Monday to Friday, between the hours of 8:30 am to 4:00 pm), or call 250-726-4780.

The District of Ucluelet wishes to express our appreciation to all applicants for their interest and effort in applying for the position and advise that only those selected for an interview will be contacted.