



DISTRICT OF PEACHLAND POSTING Part Time/Seasonal Recreation Cashier

The District of Peachland is accepting applications for the part time/seasonal position of Recreation Cashier.

Reporting to the Director of Community Services the Recreation Cashier provides clerical functions for the Recreation Department, including the following:

- Provide high levels of customer service including responding and resolving inquiries and complaints from members of the public and user groups
- A variety of administrative/clerical functions such as photocopying, desktop publishing, cash receipting, daily deposits and refunds, maintain class, program and community group lists, filing, opening and sorting mail, record keeping, facility rentals, damage deposits and insurance
- Communicate and support District and community events, and activities
- Setup and take down of events, meetings, programs and activities
- Provide orientation to program registrants, instructors, and user groups

Hours of Work

Seasonal: September – December
January – April

Sundays 11:30 am – 4:30 pm
Monday - Thursday 5:30 pm – 9:30 pm

This is a CUPE Local 608 position with the pay rate of \$28.08 per hour plus 15% in lieu of benefits.

Qualifications/Experience

- High School Graduation
- Emergency First Aid level 1, CPR, Food Safe
- Administrative and reception experience – 2 years or an equivalent combination of education, training and experience

Please submit application indicating "Part Time/Seasonal Recreation Cashier" by 4:00 pm, August 29, 2018 to:

Polly Palmer, Director of Corporate Services
5806 Beach Avenue, Peachland, B.C. V0H 1X7
or Email: careers@peachland.ca