



Employment Opportunity District of Peachland Temporary - Part Time Recreation Cashier

The District of Peachland is a vibrant and growing community of approximately 6,200 residents, located on the shores of the Okanagan Lake in the scenic Okanagan Valley in British Columbia.

We are currently recruiting for a Recreation Cashier to join our team. This is a part-time, 1-year temporary position in the District's Recreation Department. Reporting to the Recreation & Culture Manager, the Recreation Cashier provides clerical and administrative functions for the Recreation Department.

Key Job Duties:

- 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 & 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

Training and Experience:

- High School Diploma
- Valid BC Class 5 Driver's License
- Related experience with Microsoft Office, Canva, ACTIVENet and Xplor Recreation
- Administrative and reception experience – 1 to 2 years or an equivalent combination of education, training and experience
- Demonstrated ability to multi-task and good customer service skills
- CPR, First Aid level 1, and Food Safe certification is an asset

Hours of Work:

- The work week consists of up to five consecutive days, followed by two consecutive days off. The hours of work are typically Monday - Thursday 4:00 – 8:30 PM and Fridays 12:00 – 5:00 PM from September to June. This position will also provide coverage for planned vacation, sick days and peak periods as required.

This is a CUPE Local 608 position with an hourly rate of \$33.69 per hour plus 15% in lieu of benefits.

The closing date for this position is September 12, 2025, by 4:00 pm. Applications for the available position must be received prior to the indicated closing date and time.

Please submit your resume with cover letter to:

Attn: Kirk Weich, Human Resources

District of Peachland

5806 Beach Avenue

Peachland, B.C. V0H 1X7

e-mail: careers@peachland.ca



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