



RECREATION CASHIER

The District of Peachland is a vibrant and growing community of approximately 6,400 residents, located on the shores of the Okanagan Lake in the scenic Okanagan Valley in British Columbia. We are currently recruiting for a full-time Recreation Cashier to join our team. Reporting to the Senior Manager, Community Services, 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
- Create posters, flyers, ads, and social media posts
- 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, Social Media 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 successful applicant will work September to June Monday to Thursday 12:30 – 8:30 PM and Fridays 9:00 AM – 5:00 PM and June to August 8:00 AM – 4:00 PM Monday to Friday.

This is a permanent full-time CUPE Local 608 position with a pay rate of \$34.71 per hour and includes a comprehensive benefits and pension plan.

The closing date for this position is 4:00 p.m., Friday, July 10th, 2026.

Please submit your resume with cover letter to:

Human Resources

District of Peachland

5806 Beach Avenue

Peachland, B.C. V0H 1X7

e-mail: careers@peachland.ca