



## **The wild's calling...dare to answer!**

We're on the prowl for an adventurous spirit to add to our herd:

### **Leisure Services Clerk 2 – Casual Relief Position**

*\*With opportunity to provide casual relief to Leisure Services Clerk 1\**

Do you like to tell people where to go and how to get there? Able to respond quickly and confidently to the calls of the wild? Are you constantly gnawing your way to a new path, helping to direct the flow of activities and chomping at the bit to lend a hand? If your diligent disposition allows you to manage several tasks at once, and you really give a dam about our community, the District of Elkford is interested in what you have to offer.

#### **Qualifications and experience requirements include, but are not limited to:**

- Grade 12 diploma or equivalent
- Recreation or tourism-related training or experience
- Event coordination experience
- Minimum typing speed of 30 words per minute
- Microsoft Office and accounting systems proficiency
- Effective written and verbal communication skills
- Positive and courteous disposition

#### **Full job description:**

- Attached below
- Find it here: [www.elkford.ca/careers](http://www.elkford.ca/careers) (click on career opportunities folder)

**Submit your cover letter and resume, by September 23, 2022 at 4:30 p.m. local time, to:**

District of Elkford  
Attn.: Director of Corporate Services  
744 Fording Drive  
P.O. Box 340 · Elkford, B.C. · V0B 1H0  
**Fax:** 250.865.4001 · **Email:** [careers@elkford.ca](mailto:careers@elkford.ca)

We thank all interested individuals for their applications for this position; however, only those selected for an interview will be contacted.



## DISTRICT OF ELKFORD EMPLOYEE POSITION DESCRIPTION

**Position Name:** Leisure Services Clerk 2      **Date of Revision:** February 18, 2020

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**Classification:** CUPE, Schedule C      **Date of Last revision:** May 13, 2014

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**Approval:**

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Chief Administrative Officer

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Supervisor

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**Nature of Work:**

Under the general direction of the Director, Leisure Services, the position performs the duties of a Leisure Services Clerk, including Visitor Information Centre services, customer service, leisure services programming, event coordination, and assists with leisure program and event-related advertising materials. Some initiative and judgment is required within the defined scope of duties, but any complex or policy matters are referred to a supervisor.

**Duties and Responsibilities include:**

- Customer service: provide information on District services, programs, and community events, and collect user registration and facility use fees;
- Setup and takedown of meeting room bookings and kitchen counts for bookings are required;
- Administer and coordinate the booking of District facilities;
- Organize and coordinate annual special events as required;
- Create, administer and monitor Leisure Services programs that will appeal to a variety of demographics in the community;
- Maintain Visitor Centre, bookings and program statistic reports;
- Monitoring lobby/office areas and rental rooms while in use;
- General office duties: clerical support, word processing, office equipment, cash processing, mail processing, records management, maintaining office supplies;
- Assist in the creation of Leisure Services-related advertising materials such as Leisure Guides and Wildcat Days and Winter in the Wild Brochures;
- Trains and provides assistance to casual and summer student employees;
- Provide assistance to the Director, Leisure Services and/or relief to Leisure Services Clerk 1; and
- Other related duties may be assigned from time to time.

**Qualifications and Experience:**

- Recreation or tourism-related Certificate or Diploma or a combination of education and experience;
- Event coordination courses considered an asset;
- Grade 12 Diploma or equivalent;
- Minimum 2 years' experience in recreation or community services environment;
- Typing speed of 30 WPM (minimum);
- Microsoft Office experience preferred.

**Skills and abilities:**

- Ability to receive and handle cash and payments accurately;
- Ability to exercise courtesy and tact when interacting with the public, staff and Council;
- Ability to work with minimum supervision;
- Ability to communicate effectively, both written and orally;
- Ability to maintain confidentiality; and
- Ability to prioritize and organize work to meet deadlines.