GEORGINA

Career Opportunity

Town of Georgina Human Resources
careers@georgina.ca

Casual Aquatics Receptionist

(Job ID# 2019.108C)

Department: Recreation & Culture
Division: Recreation Services
Location: Georgina Leisure Pool
Status: Casual/On-Call
Number of Positions: 1
Scheduled Hours/Shifts: Various
Wage Range: $27.32/hour
Date Posted: July 30, 2019
Date Closing: August 19, 2019

Come work with us!

Employment with the Town of Georgina offers an opportunity to make a positive difference in our community. We are a progressive, forward-thinking organization that is focused on continuous improvement, innovation and providing exceptional customer service. We offer a collaborative team environment and an excellent place to take charge of your career.

Position Purpose:

To provide reception and administrative/clerical services for the aquatic facility.

Qualifications: To apply for this on-call/back-up opportunity you must possess a high school diploma, have one year previous office experience, including experience in a customer service/public facility. For full details, please see the job description which follows.

How to apply:

Please forward your cover letter and resume in confidence by **August 19, 2019**, identifying the job title and ID# **2019.108C** in the subject line to careers@georgina.ca or in person or by mail to Human Resources, Town of Georgina, 26557 Civic Centre Road, Keswick, ON L4P 3G1

Committed to diversity and a barrier-free environment:

The Town of Georgina is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce reflect the citizens we serve. We respect, encourage, and celebrate diversity. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Human Resources Office to ensure your accessibility needs are accommodated throughout this process. Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.

We thank all candidates for their interest, however, only applicants selected for an interview will be contacted.

JOB DESCRIPTION

Job Title: Aquatics Receptionist

PRIMARY FUNCTION:
To provide reception and administrative/clerical services for the aquatic facility.

SUPERVISION RECEIVED:
Aquatics Supervisor (or designate)

WORKING PROCEDURES:

Greets the public and answers public inquiries in person and by telephone;

Responsible for registration and facility bookings including customer follow up;

Collects, on a daily basis, all incoming cash including admissions, passes, rentals, program registration fees, vending machine coins and prepares invoices as necessary;

Processes on computer, all transfers and refunds as approved by the Aquatics Supervisor or designate and maintains accurate and up to date records on all transactions;

Processes all accounts payable, including credit card payments as requested and assigns account numbers to same for manager's/supervisor's authorization;

Balances all monies, prepares banks deposits and delivers same to the bank on a regular basis;

Reviews daily cash balance reports and advises supervisor of any discrepancies;

Monitors and records, on a daily basis, the number of participants to ensure pool capacity is within the regulated limits;

Processes form letters with respect to Manager/Supervisor, including approved letters, memos, reports, statistical information and other documentation, on computer

Assists with statistics and analysis of cash related documentation for reports and budget purposes;

Maintains and updates, the telephone and messaging system as requested;

Maintains an up to date record of program and first aid supplies, point of sale merchandise and vending machine supplies for the aquatic facility inventory, and recommends and orders items upon Manager's approval; Maintains the pool reception area and office to ensure it is clean and presentable at all times;

Photocopies and distributes correspondence and other material as required;

Reports equipment failure;

Assists with special events as required/requested;

The above statements reflect the general details considered necessary to describe the principal functions and duties of the position and will not be construed as a detailed description of the work requirements that may be inherent in the job.

SKILL/KNOWLEDGE REQUIREMENTS:

High school diploma or equivalent academic level;

Strong knowledge/background of aquatic programs;

One year previous office experience, including experience in a customer service/public facility;

Skill and efficiency in the use of computers, including ActiveNet software program, word processing, spreadsheet applications, internet and email;

Must possess current Standard First Aid/CPR “C” certificate, issued by a provider recognized by WSIB;

Strong customer service/public relations skills;

Ability to work shifts and/or weekends as necessary;

Valid Class 'G' Driver's license and reliable vehicle to use on corporate business;

Driver’s Abstract in good standing required to operate Corporation vehicles.