



The Corporation of the Municipality of West Nipissing

JOB DESCRIPTION

POSITION: Community Services Clerk (Part-Time)	
REPORTING TO:	Manager of Recreation and Leisure
HOURS OF WORK:	0-24 hours per week
SALARY:	\$24.33/hour (as per rate stipulated in the Collective Agreement)

ROLES AND RESPONSIBILITIES

- Perform administrative and clerical duties for the Community Services Department
- Respond to all general inquiries and gives out routine information
- Receives, records, and reconciles payments received
- Process registration of participants and perform duties relevant to registration
- Maintain knowledge of all facility features and amenities and assist internal and external customers with rental inquiries and facility bookings
- Responsible for all aspects of booking and scheduling facilities
- Assist in monitoring facility users and participants ensuring facility rules and regulations are being followed
- Prepare, update, and access reports and information, as required
- Prepare bank deposits
- Prepare daily reports
- Code and track invoicing and purchases for the Department
- Will perform Occupational Health & Safety duties as outlined in the Corporation's Health and Safety Program.
- Provides back-up to pool staff during an emergency by calling for assistance or helping with pool evacuation as necessary
- Will perform other related duties as required

REQUIREMENTS:

- Minimum two (2) year post-secondary education (sports & leisure, administrative, business or related fields) or equivalent related work experience
- Fluent in both official languages (oral and written)
- Demonstrated verbal and written communication skills combined with proven organizational abilities.
- Excellent writing skills with the ability to draft and edit reports and correspondence.
- Excellent public relations skills to deal courteously and discreetly with all levels of staff, community groups and organizations, and the general public.
- Able to work shifts, including evenings, weekends, and statutory holidays as required.

- Demonstrated and proven ability related to computer software in a Windows environment (i.e. file maintenance, word processing, computerized spreadsheet applications).
 - Must be a self-starter and independent worker.
 - Proven team player with strong collaboration skills
 - Ability to obtain and maintain standard level First Aid and CPR
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ASSETS

- Experience in municipal government operations
 - Proficiency with municipal software systems
 - Experience in customer service or public-facing roles
 - Ability to multi-task in a fast-paced environment, effectively prioritize activities and manage stress with a high degree of maturity and professionalism.
 - Strong judgment, tact, creativity and problem-solving skills
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Applications for this position will be accepted, in confidence, until **June 12 at 4:00 p.m.** Resumes and cover letters must be submitted as Word or PDF attachments only. Incomplete applications or submissions in other formats will not be considered.

Applicants are to send a resume to: Sonal Brahmhatt CHRP, HR/Payroll Coordinator
101-225 Holditch Street, Sturgeon Falls, ON P2B 1T1
e-mail: hr@westnipissing.ca

While we appreciate the interest of all applicants, only those selected for an interview will be contacted.

The Municipality of West Nipissing welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.
