



EMPLOYMENT OPPORTUNITY

Town of Vegreville
Parks, Recreation & Facilities Department

Cashier II (Part-time)

The employee in this position must have exceptional interpersonal skills to ensure the delivery of positive public relations and information for the department of Parks, Recreation, & Facilities. Evening and weekend coverage will include monitoring of all aspects of the Recreation and Facility Booking program at the Aquatic & Fitness Centre. As an employee, this person shall establish and maintain a good working relationship with all departments.

Duties and Responsibilities:

- General office duties such as typing, filing, answering phones, etc.
- Processes monetary transactions and issues proper receipts. Reconciling daily cash intake.
- Takes registrations for all facility run programs.
- Works closely with Aquatic Supervisor and Head cashier
- Assists in the organizing of special events throughout the year.
- Provides ongoing development and delivery of customer service initiatives to improve and enhance the department.
- Assumes duties of Clerk Typist II, when required.
- Must be available to work evening and weekend shifts, as necessary.
- Provides requested services at any time in an emergency.
- Assumes other duties as assigned.
- Participates in the Town of Vegreville Safety Program.

Qualifications:

- Capable of working with minimum supervision and self-motivated.
- Must be capable of organizing and prioritizing tasks and duties effectively.
- Must have good interpersonal skills.

Salary to commensurate with education, qualifications, and experience. \$17.68 - \$21.90 / hr

Fax, email, or hand deliver cover letter & resume to the attention of:

Mike van der Torre, Manager
Parks, Recreation & Facilities
4509 48 St
Vegreville, AB T9C 1K8
Fax: 780 632 7759
Email: mvandertorre@vegreville.com

Position will be open until a suitable candidate is found