



SQUAMISH

HARDWIRED *for* ADVENTURE

The District of Squamish is located in the unceded traditional territory of the Skwxwú7mesh Úxwumixw (Squamish Nation). We offer gratitude to the Skwxwú7mesh People who have lived on these lands since time immemorial.

Internal/External Job Posting

Position:	Recreation Facility Clerk
Status:	Regular Part-Time (8-19 hours/week)
Work Area:	Recreation Services
Posting Date:	September 28, 2026
Internal Closing Date:	October 6, 2026
External Closing Date:	October 13, 2026

GENERAL SUMMARY

Reporting to the Customer Service Supervisor, the Recreation Facility Clerk is a customer-focused team member who performs reception, cashiering and administrative duties in any of the District of Squamish Recreation facilities.

KEY RESPONSIBILITIES

- Contributes to the success of our team and creation of our thriving community, by fostering the District of Squamish corporate values: Respect, Integrity, Connection and Progress.
- Follows the District of Squamish's Customer Service Guidelines to ensure the Delivery of Outstanding Service.
- Registers and admits patrons and accurately collects fees for a variety of recreation programs, services and products using the Recreation registration software and a point of sale system.
- Answers enquiries regarding facilities, recreation programs, rules and regulations, services and special events.
- Calculates total payments received at the end of work shift and reconciles with total sales; prepares deposits and reports.
- Prepares reports related to program registrations.
- Responsible for opening and closing procedures of the front desk.
- Performs other related duties as required.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- Ability to perform multiple duties simultaneously with interruptions.
- Excellent interpersonal and communication skills and ability to deal with people in a professional manner.
- Detail oriented, excellent organizational skills with the ability to troubleshoot problems.
- Knowledge of modern office practices and procedures.
- Demonstrated ability to work cooperatively, efficiently and effectively alongside peers and supervisors.
- Minimum typing speed of 50 wpm and a solid working knowledge of Microsoft Word and Excel.
- Ability to receive cash, issue receipts and make change accurately.

REQUIRED TRAINING, EDUCATION AND EXPERIENCE

- Successful candidates will be required to obtain and maintain an original Police Information Check, including Vulnerable Sector Check issued within the past 6 months that is satisfactory to the employer.
- Grade Twelve
- 2 years clerical experience including cashiering and a minimum of one year working in an environment serving the public.

OR

- An equivalent combination of education, training, and experience.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. This is a general list of responsibilities, duties and skills required of personnel so classified. Other related duties may be assigned in keeping with the general nature of the position.



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Hours of Work: 8-19 hours per week. Current Shifts (subject to change) are Sunday to Saturday, between the hours of 7:30am and 10:30pm.

Salary: \$32.45 per hour

This is a Union position within the Collective Agreement of CUPE Local 2269 and the District of Squamish.

[Click here to apply](#). If you encounter any issues with the form, please submit your resume and qualifications by email to jobs@squamish.ca (**Quoting Competition #**) **To: #26-101** or submit your paper application to:

Human Resources

District of Squamish

37955 Second Avenue, P.O. Box 310, Squamish, B.C., V8B 0A3

As an equitable and inclusive employer, we value diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you require any adjustments to enable participation at any stage of the recruitment process, please contact in confidence jobs@squamish.ca and include "Accessibility" in the subject line. We thank all applicants for applying.