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ᑭᐅᑕᐅᑎᑭ (867) 979-5600

ᑭᐅᑕᐅᑎᑭ (867) 979-5922

City of Iqaluit

Box 460

Iqaluit, Nunavut

X0A 0H0

Phone (867) 979-5600

Fax (867) 979-5922

Ville d'Iqaluit

C.P. 460

Iqaluit, Nunavut

X0A 0H0

Tél. (867) 979-5600

Télécop. (867) 979-5922

www.iqaluit.nu.ca
hr@city.iqaluit.nu.ca

Recreation Guest Services Associate – Aquatic Centre Part Time 10 Month Term

The Recreation Guest Services Associate will be the first point of contact for customers. They will provide the public with information on recreational opportunities and activities. They will take recreation facility bookings, program and membership registrations and payments. This position acts as a general receptionist and performs a variety of clerical duties for the Recreation Department. They will have a general understanding of the Recreation Department operations and be familiar with City recreation programs and services and answer customer inquiries. This position also assists with fundraising and events. Must be able to work a minimum of 10 hours per week to a maximum of 19 hours per week. Day, evening and weekend shifts are available.

Requirements:

- High School Diploma or equivalent
- Experience working with computers. Knowledge of Microsoft word, excel and outlook
- Proficient in typing
- Experience scheduling or taking bookings
- Experience in customer service delivery
- The ability to communicate effectively with customers and staff. Must be friendly and respectful to all internal and external customers
- Excellent verbal communication skills are required
- Must have a demonstrated good attendance and punctuality
- Ability to complete clerical task (e.g. completing forms, organizing files)
- Self-motivated requiring minimum supervision
- Valid CPR C and First Aid Certificate
- Bronze Medallion Certification is an asset
- Ability to speak Inuktitut is an asset

Equivalencies that include a combination of education, knowledge, skills and abilities to formal education may be considered.

This is a permanent, part-time position. The hourly rate for this position is \$28.00 and settlement allowance of \$11.48 per hour, plus applicable benefits.

Closing Date: August 31, 2017

Please send your resume to:

Reference: 2017-AC6

P.O. Box 460

Iqaluit, NU X0A 0H0

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Fax: 979-5210

Only those eligible for an interview will be contacted.

The City reserves the right to apply its internal hiring policy to this position. As per Article 23 of the Nunavut Land Claims Agreement, priority will be given to Nunavut Land Claim Beneficiaries who meet the criteria.

Posted: August 18, 2017