



Armstrong - Spallumcheen Parks & Recreation Commission
P.O. Box 88, 3351 Park Drive, Armstrong, B.C. V0E 1B0
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Posted: April 17th, 2025

ARMSTRONG SPALLUMCHEEN POOL SEASONAL JOB POSTING

<u>POSITION</u>	<u>MONTHS</u>	<u>HOURLY RATE</u>
Seasonal program attendant (pool cashier)	Casual hours will fluctuate with business activities	\$17.98 + 18% in lieu of benefits (2024 rate)

Armstrong Spallumcheen Parks and Recreation Commission have an exciting opportunity for a seasonal program attendant (pool cashier) at the Armstrong Spallumcheen Outdoor Pool.

The Seasonal program attendants (pool cashier) are being hired to ensure community programming is successful for the Armstrong Spallumcheen Outdoor Pool for the 2025 season. This position is central to providing the Armstrong Spallumcheen Outdoor Pool programs to the community and region as well as providing communication to all customers, guests or visitor contacts, regarding inquiries and information with respect to the Armstrong Spallumcheen Outdoor Pool facilities. This position provides support to the Supervisor of the Armstrong Spallumcheen Outdoor Pool.

SCOPE:

Reporting to the Lead Cashier, the Seasonal Pool Program Attendant provides support for the Armstrong Spallumcheen Parks & Recreation Commission assisting in the delivery and oversight of recreational activities for participants of all ages including birthday parties, specials events, roller skating, ice skating and the Armstrong Spallumcheen Outdoor Pool, as illustrative examples. This position will also perform cashier duties as required and will be responsible for the day-to-day operation of the concession stands located within the various Parks and Recreation facilities, when required. The role includes performing routine cleaning and basic maintenance to keep the recreational areas in optimal condition.

1. QUALIFICATIONS AND EXPERIENCE:

- Standard first aid with CPR C, preferred.
- Previous experience in a fast paced and dynamic environment, preferably in a recreation setting with a pool and skating facility.
- Previous experience in a daycare environment.
- Cash handling experience including using a cash register and point-of-sale (POS) machine.
- Excellent oral and written communication skills.

2. REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:

- Ability to work independently and participate as a team member.
- Must work well under pressure and pay particular attention to details.
- Must be able to handle confidential and sensitive information with discretion and tact.
- Ability to respond professionally and courteously with the public and co-workers in a tactful manner.
- Ability to work flexible hours.
- RCMP criminal background check.

3. ILLUSTRATIVE EXAMPLES OF DUTIES AND RESPONSIBILITIES

- Provides support to various recreation programs within the Armstrong Spallumcheen Parks and Recreation owned buildings and properties.
- Provides support to the Events team organizing special events and birthday parties.
- Responsible for oversight of birthday party events including leading party activities as well as set up, tear down and clean up of party room.
- Receives cash and card payments, issues receipt, makes change for customers, balances cash receipts and prepares daily cash reports.
- Performs patrol duties for ice skating and roller skating to ensure the safety and well being of users by monitoring ice conditions, assisting with rink set up, ensuring proper use of equipment and managing the flow of skaters.
- Responsible for processing customer transactions accurately using a cash register or POS system, providing change and balancing cash at the end of a shift.
- Responsible for operating the concession stands within the various recreation buildings including but not limited to the Sunbelt Arena, Hassen Arena, and Armstrong Spallumcheen Outdoor Pool which includes handling cash and card payments, using a cash register, stocking inventory and maintaining a clean, neat and organized concession stand.
- Monitors customers to ensure they are respectful of others and of the facilities.
- Delivers excellent communication and customer service to individuals of all ages, ensuring a positive experience for everyone.
- Collaborates effectively with fellow staff to maintain a positive, team-oriented work environment.
- Ensures facilities are clean and organized and reports any concerns or complaints in writing to facility supervisors.
- Other duties as assigned.

EXPERIENCE AND EDUCATION:

- Ability to work independently and participate as a team member.
- Must work well under pressure and pay particular attention to details.
- Must be able to handle confidential and sensitive information with discretion and tact.
- Ability to respond professionally and courteously with the public and co-workers in a tactful manner.
- Ability to work flexible hours.
- RCMP criminal background check.

This is a Seasonal on call casual position that is included in the Armstrong Spallumcheen Parks and Recreation Commission Canadian Union of Public Employees, Local 2709 bargaining unit. Hours required will be related to the operation of the seasonal pool. If you are interested in this position and becoming part of the Armstrong Spallumcheen Parks and Recreation Commission team please submit your application package (cover letter & resume), in confidence, via email to larsl@asprd.com no later than **4:00 pm Thursday, April 24, 2025** to the attention of:

Lars Larsen
General Manager

Armstrong - Spallumcheen Parks & Recreation Commission

**Interviews/hiring will take place concurrently with the position being filled as soon as possible. Only those applicants selected will be contacted.*