

**Tahsis Recreation Customer Relations Coordinator**

The Village of Tahsis is seeking motivated, service-oriented individuals looking to join our team. This is a part-time on-call position.

Tasks and Responsibilities

* Assists Recreation Director with promoting and marketing programs and events.
* Greets customers, provides in-person guidance and information, ensures the lobby area is well-maintained and records statistics
* Performs standard office data entry and word processing functions, and creates documents using Microsoft Word and Excel, e.g., creating graphs and charts from statistics.
* Handles sales of services and concession items.
* Assists Recreation Director with updating facility and staff schedules
* Takes and records pool water test results.
* Provides quality customer service to facility patrons.
* Plans organize and coordinate daily assigned work such as developing community resources and upcoming programs
* Assists with set up for activities and events (as needed)
* Performs additional activities at the direction of the Recreation Director

Qualifications:

* Proficient in Microsoft Word, Excel and Outlook
* Clear written and verbal communication skills
* Experience in point of sale and cash handling
* Excellent interpersonal and communication skills
* Ability to work well independently and with others
* Ability to understand and carry out job related instructions

Compensation: $12.96/hour + 4% vacation pay

A copy of the job description is posted on the Village website [www.villageoftahsis.com](http://www.villageoftahsis.com)

Qualified applicants are invited to submit their application including cover letter and resume to reception@villageoftahsis.com

For more information on the position, please contact Sarah Jepson, Recreation Director, at (250)934-6443 or sjepson@villageoftahsis.com.

Applications will be received until June 1, 2018