



Part-time Customer Service Representatives

The Town of Bradford West Gwillimbury's Leisure Centre includes two NHL sized ice rinks, a gymnasium, community program rooms, fitness centre and a state of the art aquatics centre with an eight lane competitive/lap pool, leisure pool with aquatic features and a relaxation/therapy pool. The Community Services Department is looking for energetic, highly motivated and organized individuals to join their team in a permanent part-time capacity.

Reporting to the Recreation Coordinator, the Part-time Customer Service Representative is responsible for providing front line customer service to patrons entering the facility; controls/permits public access to various areas within the facility such as the pool and fitness centre; and responds to general enquiries from the public, facility users and program participants. This role is also responsible for processing admissions and registrations; cashiering duties for facility admissions and expenses; assisting with program registration; and performing reception duties.

Preferred candidates will have at least one year of relevant work experience, including customer service in a busy, high volume facility and a minimum of an Ontario Secondary School Diploma. The preferred candidate will have demonstrated knowledge of computerized registration and membership processing systems. Experience with ACTIVE network registration system is an asset, as well as cash handling experience in a high-volume computerized environment, and demonstrated proficiency with information technology. The individual will be able to communicate effectively, professionally and courteously with all levels of staff, external contacts and the general public and be productive in a customer service team environment.

The successful candidate must be available to work flexible hours and/or shifts including early mornings, days, evenings and weekends. **We are currently looking for someone with Friday evening and weekend availability.**

The Town offers an hourly wage of \$15.00 for this position.

To explore this challenging opportunity further, we invite qualified applicants to forward their resume, cover letter and application form in confidence, quoting the file number **2019-CS08** by **September 15th, 2019** to:

Town of Bradford West Gwillimbury, Human Resources Department,
125 Simcoe Road, P.O. Box 251, Bradford, Ontario L3Z 2A8
Fax: 905 775-8633 or email hr@townofbwg.com

We thank all applicants for their interest. However, only those being considered for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, and will only be used for candidate selection.

The Town of Bradford West Gwillimbury is an equal opportunity employer. Accommodations will be provided throughout the recruitment, hiring and employment process in accordance with the AODA and the Ontario Human Rights Code.