

## Job Information

Job title	<b>Recreation Clerk</b>	Job Code: CLKREC	Pay Grade: F
Title of immediate supervisor	Administrative Supervisor		
Department/Division	Parks, Recreation & Community Services / Recreation		
Prepared by	N. Pallan		
Date Created	Feb 10, 2015	Revised date	Feb 24, 2020

## Job Purpose

Performs administrative and clerical work, which includes coordinating facility rental bookings, basic accounting, inventory control and a variety of production assignments. Communicates with the public and with staff.

## Duties and Responsibilities- All Sections

- Produces forms, letters, brochures, reports, flyers, newsletters and other material.
- Correlates and delivers the message on hold recordings.
- Prepares all correspondence relating to facility bookings, inventory or marketing.
- Answers telephone and counter enquiries providing information on programs, rentals, services, merchandise and other general enquiries.
- Maintains communication with suppliers,
- Performs registrations, entry of programming data and processes all related paperwork.
- Receives and records all required payments, issues contracts, processes credits and refunds.
- Maintains accurate statistics, filing and reports.
- Receives, records and balances daily deposits and prepares floats.
- Assists the Administrative Supervisor with clerical and administrative tasks.
- Performs other related duties as required.

## Facility Bookings

- Schedules all facility bookings.
- Liaises with clients to facilitate successful events/bookings.
- Maintains facility log book and communicates booking details, to both staff and public

## Merchandise

- Maintains communication with suppliers, receives, purchases, displays and returns merchandise for pro shop.
- Maintains inventory control and all related procedures using manual or computerized inventory system.
- Programs point of sale machine.

## Marketing Production

- Maintains and updates web pages, social media sites and promotional signs.
- Designs and produces a variety of marketing materials, signs, notices etc.
- Liaises with various staff or external agencies in relation to production of publications.

## Qualifications

- Grade 12, or equivalent including up to one year post-secondary in office administration, basic accounting and graphic design.
- One year of related experience, including working in a customer service capacity in a similar role.
- An equivalent combination of education and experience may be considered.
- Keyboarding speed of 45 wpm.

## Physical Requirements

No physical activity required.

## **Working Conditions**

Works in an office environment and interacts with the general public.