

Receptionist – Nautical Activities (Posting 2022-147) Culture, Sports, Leisure and Community Development Department

Temporary positions – Open to internal and external applicants

Department mission

The mission of the Culture, Sports, Leisure and Community Development Department is to improve quality of life by promoting accessibility, participation, and integration of all citizens through the provision of excellent community, cultural, sports and recreational facilities, activities, and services.

Responsibilities and goals associated with the position

Reporting to the Assistant Manager – Nautical Activities, the receptionist provides customer service to users and the public, and ensures that all activities run smoothly.

The jobholder's main responsibilities are as follows:

- Welcomes members and participants and answers their questions;
- Takes messages and receives comments, forwarding them to the appropriate person, when necessary;
- Answers questions about activities offered by Nautical Activities and the Canoe-Kayak Club (rentals, sailing, dragon boat, camps, canoeing/kayaking);
- Answers the telephone and responds to email enquiries;
- Knows the program types, fees and activity schedule;
- Posts information for members or employees, as needed, on one of the bulletin boards;
- Keeps a log of canoe, kayak and sailing equipment checkouts and returns;
- Keeps a log of rentals and completes registrations, when necessary;
- Prints documents as needed;
- Ensures that activities run smoothly and safely. Notifies their manager and other departments (e.g. Public Security, fire, ambulance, police) when something goes wrong (power outage, violence, theft, damage, injury, etc.);
- Administers first aid when required;
- Hands out and takes registration forms for Club activities;
- Counts the petty cash.

Requirements

Candidates must have a high school diploma and one year of experience in a related field (sports, recreation and/or sports associations).

The position also has the following requirements:

- Bilingualism (spoken and written French and English);
- Ability to communicate with the public.

Assets:

- Pleasure Craft Operators Card;
- Valid certificate from a first-aid course recognized by the City of Pointe-Claire;
- Knowledge of LUDIK, Word and Excel.

Working Hours

Variable (approximately 5 to 25 hours per week) – April to October 2023

The schedule will depend on the trainings, the competitions and club activities.

Posting dates

January 26, 2023 to February 12, 2023

How to apply

To apply for this position, go to www.pointe-claire.ca/en/city/jobs/ and click on “summer jobs”. You must submit your application no later than **February 12, 2023**.