

CITY OF DELTA CURRENT INTERNAL JOB POSTINGS

Posting Date:

November 1, 2017

Closing Date:

November 8, 2017

Posting #	Position	Department	Status	Pay Grade	Hours Per Week
17-154	Cashier/Receptionist	Parks, Recreation & Culture	Temporary Part-time	12	28 hour non-standard work week
17-156	Expression of Interest Program Leader – Licenced Out of School Care	Parks, Recreation & Culture	Auxiliary	12	Non-Standard

- Applications are accepted only when submitted online at www.delta.ca/internaljobs and submitted by 4:30pm on the closing date.
- Paper applications/resumes will not be accepted.
- The Internal Job Posting List is intended to be for reference purposes only. Please visit www.delta.ca/internaljobs for a complete listing of all current job postings.



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Title Cashier/Receptionist

Department Parks, Recreation & Culture

Job Status Part Time Temporary

Posting Status Accepting Applications

Employment Group CUPE

Job ID 17-154

Nature & Scope of Work **A successful auxiliary candidate will retain their auxiliary status & benefits as outlined in "Schedule D" of the Collective Agreement for the duration of the posting.*

This is clerical, cashiering, and receptionist work of some complexity performed in the Parks Recreation & Culture Department. The work involves the provision of assistance and information to the public regarding recreation programs, events, schedules, rentals and fees; processing registration for all recreation programs; receiving and processing cash and other forms of payments, and other routine support tasks. An employee of this class exercises some independence of judgment and action within established guidelines and refers unusual or complex matters to a superior. Responsibility is entailed for establishing and maintaining effective public relations and work performance is reviewed by a superior for effectiveness of operations and service to the public.

Required Knowledge, Skills and Abilities

- Sound knowledge of cash register operations
- Sound knowledge of courses, programs, room bookings, activities and events offered by the department and of the automated registration system as related to the work performed.
- Working knowledge of modern office practices and procedures.
- Ability to meet and deal effectively with the public in providing information and assistance on a variety of services, programs and activities.
- Ability to receive remittances, make change, issue receipts and balance cash accurately.
- Ability to perform clerical tasks and incidental typing or word processing tasks as required.
- Ability to demonstrate clerical qualifications through testing:
 - Minimum typing speed of 45 wpm
 - Intermediate level Microsoft Excel
 - Intermediate level Microsoft Word

Desirable Training & Experience Completion of the 11th school grade including or supplemented by courses in standard commercial subjects plus some clerical experience including cashiering and preferably a course in basic word processing or an equivalent combination of training and experience.

Required Licences, Certificates and Registrations A valid Class 5 Driver's Licence for the Province of British Columbia

Safety Requirements Incumbents are required to follow all applicable Safe Work Procedures, participate in Occupational Health & Safety training, meetings and to report any hazards in the workplace

Hours of Work 28 hour non-standard work week

Pay Grade 12

Pay Rates \$21.61, 22.53, 23.41, 24.32, 25.33 per hour

Posting Date 11/1/2017

Posting Closing Date 11/8/2017

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Title Expression of Interest: Program Leader for Licenced Out of School Care

Department Parks, Recreation & Culture

Job Status Casual/Auxiliary

Posting Status Accepting Applications

Employment Group CUPE

Job ID 17-156

The Opportunity We are looking for dynamic, creative and energetic individuals who have experience working with children to work in our licenced out of school care program. Working under the manager of the licenced program, staff will provide leadership, supervision, and instruction to children age 5-11 years before and after school. Staff will be responsible for planning and implementation of creative, stimulating and age appropriate activities.

Responsibilities:

We are looking for enthusiastic individuals who enjoy working with children and youth and are:

- Flexible and are able to quickly adapt to new environments and situations
- Creative and passionate about play
- Strong team players, focused on providing great customer service
- Self motivated
- Great communicators with the ability to work with people of all ages
- Highly organized

Typical hours of work may include 7am-9am and/or 2:45pm-6:00pm Monday through Friday. Locations may be in North Delta or South Delta.

Desirable Training & Experience Post secondary education and/or courses in childhood development and/or coaching is an asset.

Required Licences, Certificates and Registrations Candidates must hold a valid Emergency First Aid with CPR Level C certificate (or equivalent) and a valid Class 5 BC Driver's Licence.

Required Documents Candidates are required to upload a copy of their valid Emergency First Aid with CPR Level C certificate (or equivalent).

Safety Requirements Incumbents are required to follow all applicable Safe Work Procedures, participate in Occupational Health & Safety training, meetings and to report any hazards in the workplace.

Pay Grade 12

Pay Rates \$21.61, 22.53, 23.41, 24.32, 25.33 per hour

Posting Date 11/1/2017

Posting Closing Date 11/8/2017

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