DISTRICT OF CHETWYND

RECREATION CLERK I

DEPARTMENT:	Recreation	**STATUS**:	Regular, Part-Time
CLASSIFICATION:	RC I	**UNION**:	CUPE Local 3052
HOURS OF WORK:	Minimum of 20 hours per week with varying shifts (including evenings & weekends)	**WAGES**:	$28.45 - $29.64 per hour plus benefits

We have an opening for a regular, part-time Recreation Clerk I. Reporting to a designated supervisor, the position performs a variety of general and relatively routine clerical/cashier/receptionist duties. The position involves direct contact with the public in a variety of capacities and requires excellent public relations skills and good oral/written communications.

The successful candidates will have Grade 12; accurate keyboarding skills; ability to register participants with accuracy and detail; general office skills and experience; ability to accurately count/handle cash and balance cash daily; and ability to deal with the public. Completion of a criminal record check is mandatory for this job.

More than one may be hired.

We offer employees tremendous opportunities to apply and enhance their skills in a positive environment. If you are seeking a challenging and rewarding career opportunity, please submit your application by **4:30 p.m. on November 13, 2026** to:

Human Resources Manager, District of Chetwynd
5400 Hospital Road, PO Box 357, Chetwynd, BC V0C 1J0
Fax No.: (250) 401-4101
Email: dennis@gochetwynd.com

Posted on November 3, 2026.