



## LEISURE CENTRE RECEPTIONIST

### The Job

We are seeking a customer-focused and organized individual to join our team as a temporary, part-time, Leisure Centre Receptionist for approximately three to four months with the possibility of extension.

As the first point of contact for patrons, this position directs incoming calls, assists with in-person inquiries, and processes facility admissions, program registrations, transfers, and refunds. They will also monitor the front lobby, balance and reconcile cash transactions, and provide administrative support to the Recreation Administrative Assistant. A key part of this role is to ensure a safe and welcoming environment for the public, user groups and stakeholders.

### The Candidate

The successful candidate will be friendly, welcoming, and committed to delivering excellent customer service. Strong organizational skills, attention to detail, and the ability to handle cash transactions efficiently are essential. The ideal candidate will also be knowledgeable about recreation programs and facility operations, able to multitask in a fast-paced environment, and is proactive in problem-solving. A strong commitment to workplace safety and adherence to procedures is required. If you are looking for an opportunity to contribute to a vibrant and engaging community space, we encourage you to apply!

To learn more about the role and expectations, please consult the attached job description.

### About the Town of Edson and our team

Edson's growth over the years is built on the rich natural resources in the region, creating a steady and viable economy now and into the future. Enjoy the vast and beautiful trail system throughout the community, take in some local history at the Galloway Station Museum, explore the great recreation and culture programs offered through our Community Development team, and embrace a lifestyle that lets you reconnect with the things that matter most.

We are looking for the right fit to join our team! At the Town of Edson, every team member takes pride in serving our community. Our success is driven by our core values: Communication, Creativity, Kindness, Respect, and Teamwork. At the Town of Edson, we prioritize culture and finding the right fit. Creating an environment where people feel supported, valued, and part of something meaningful. We believe that when the environment is right, accountability and high performance naturally follow. If you want to be part of a team where it's safe to speak up, take risks, and grow together, we'd love to hear how you see yourself as the right fit for the Town of Edson.

### What do we offer?

#### Compensation

The wage range for this position is \$21.50 - \$25.38 per hour, as per the current CUPE Local 2838 contract.



## How do you apply?

Please submit your resume and cover letter, quoting competition #EDSOU-202513 by September 24, 2025. In your cover letter, tell us about yourself, what you value, and why you're interested in this position.

Email your cover letter and resume to [humanresources@edson.ca](mailto:humanresources@edson.ca)

*Please be advised that only applicants selected for an interview will be contacted directly.*

## Job Description

### LEISURE CENTRE RECEPTIONIST

#### Position Duties:

- Responsible for directing incoming calls and answering in-person inquiries
- Process facility admissions and program registrations
- Process program transfers and refunds/credits on account
- Monitor the front lobby and direct patrons
- Balance and reconcile cash
- Provide administrative support and assistance to the Recreation Administrative Assistant
- Greet and help patrons in a friendly, helpful, and efficient manner
- Have a clear understanding and knowledge of Leisure Centre operations and activities
- Actively participate in Formal Workplace Inspections in area of responsibility
- Review pertinent Hazard Identification, Assessment, and Control worksheets on an annual basis as required by the Municipal Health and Safety Program
- Follow all Safe Work Practices and Procedures
- Immediately report any unsafe conditions, potential work hazards, or incidents to Supervisor
- Perform other duties as directed by the supervisor

#### Position Requirements:

- Grade Twelve Diploma or recognized equivalent
- A dynamic and outgoing personality with excellent interpersonal, diplomacy, and communication skills.
- Display competence in working with cash
- Computer, cash handling, and customer service experience is an asset
- Clear Criminal and Vulnerable Sector Check