

## EMPLOYMENT OPPORTUNITY

### Recreation Receptionist

Casual | External  
Recreation Services  
Competition No.: 2025-1149



[www.rdn.bc.ca](http://www.rdn.bc.ca)



[rdncareers@rdn.bc.ca](mailto:rdncareers@rdn.bc.ca)

#### SKILLS & ABILITIES

- Strong interpersonal, customer service and communication skills with ability to deal tactfully with the public.
- Ability to serve large crowds in a timely and efficient manner.
- Excellent cash handling skills.

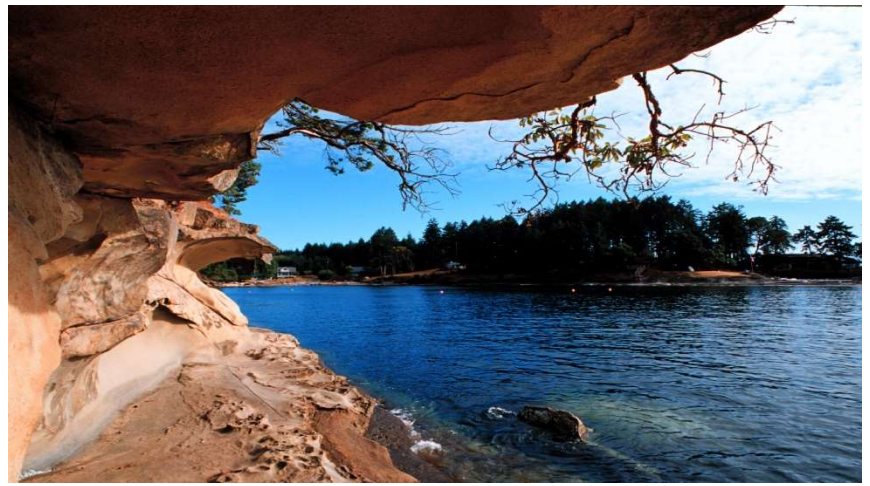
#### APPLICATION DETAILS

To apply for this position, send your cover letter and resume to [rdncareers@rdn.bc.ca](mailto:rdncareers@rdn.bc.ca), clearly highlighting your education, experience, and qualifications relevant to the role. **Please quote 2025-1149 in the subject line of your email to ensure proper processing.**

**Applications will be accepted until:  
4:00 pm, on January 2, 2026**

*Date Posted: December 12, 2025*

*A Criminal Record Check including a  
Vulnerable Sector Check is a condition of  
employment with the Regional District of  
Nanaimo.*



#### ABOUT THE ROLE

The Regional District of Nanaimo is seeking casual Recreation Receptionists to join the Recreation and Parks Department. This is a public facing position focused on assisting the public in accessing recreation programs, facilities, events, and services. This position is required to work at both the Ravensong Aquatic Centre in Qualicum Beach and Oceanside Place Arena in Parksville.

#### QUALIFICATIONS

High School Diploma (grade 12) plus one (1) to twelve (12) months prior job-related experience or an equivalent combination of training and experience. Keyboarding, word processing, switchboard and basic office equipment experience is required, and experience working with ActiveNet or other recreation registration software is an asset. Current First Aid Level 1 certification is a requirement.

#### POSITION DETAILS

This is a casual Union Position with varied hours of work including evenings and weekends. The (2025) rate of pay is \$31.66 to \$33.33 per hour, plus 10.77% in lieu of benefits including vacation and statutory holidays.

*We thank all applicants in advance for their interest; however, only those  
selected for further consideration will be contacted.*

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**Recreation Receptionist**  
**Recreation and Parks Services**  
Pay Band 4

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**Job Summary**

The Receptionist contributes to the effective operation of the department through the efficient and accurate handling of office and reception duties. This position supports the Recreation Department by assisting team members in their duties, as required, to meet service expectations and departmental goals and objectives.

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**Primary Duties and Responsibilities**

- Reviews, adheres to, and supports the adherence to safe work procedures in the workplace and generally promotes a safe work environment.
- Processes admissions to public events.
- Provides switchboard and counter reception.
- Receives registrations for recreation programs.
- Performs basic cashier duties.
- Assists the Program Secretary in performing general office duties as required.
- Performs other related duties as required.

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**Job Qualifications**

**Education/Experience**

High School Diploma (Grade 12) plus 1 to 12 months prior job-related experience or an equivalent combination of training and experience.

**Skills/Abilities**

- Current First Aid certification, Level One.
- Strong interpersonal, customer service and communication skills with ability to deal tactfully with the public.
- Ability to serve large crowds in a timely and efficient manner.
- Excellent cash handling skills.
- Keyboarding, word processing, switchboard and basic office equipment experience.
- Ability to work with a minimum of supervision.

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**Reporting Relationship**

Reports to: Superintendent, Recreation Program Services