

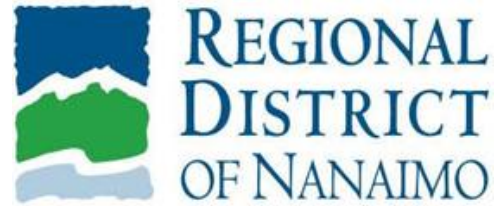
EMPLOYMENT OPPORTUNITY

Recreation Receptionist

Casual | External

Recreation Services

Competition No.: 2026-1124



APPLICATION DETAILS

To apply for this position, send your cover letter and resume to rdncareers@rdn.bc.ca, clearly highlighting your education, experience, and qualifications relevant to the role. **Please quote 2026-1124 in the subject line of your email to ensure proper processing.**

***Applications will be accepted until:
4:00 pm on September 18, 2026***

Date Posted: September 4, 2026

ELIGIBILITY LIST

This competition may establish an Eligibility List for the casual Recreation Receptionist position. The list may be used for future casual Recreation Receptionist vacancies with Recreation Services. For more information about eligibility lists, see Letter of Understanding #15.

CRIMINAL RECORD CHECK

A satisfactory 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 Recreation Services. 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

Grade 12 diploma or equivalent, plus 6 months to 1 year of post-secondary education in office administration, computer business systems, or accounting, and 6 to 12 months of prior job-related experience, or an equivalent combination of training and experience. Keyboarding, word processing, switchboard, and basic office equipment experience are required. Current First Aid Certification, Level 1, is a requirement.

SKILLS & ABILITIES

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

POSITION DETAILS

This is a casual Union Position with varied hours of work including evenings and weekends. The (2026) rate of pay is \$34.46 to \$36.27 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.



www.rdn.bc.ca



rdncareers@rdn.bc.ca

Recreation Receptionist
Recreation and Parks Services
Pay Band 5

Job Summary

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

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.
- Responds to and/or directs public and staff inquiries to appropriate department or agency.
- Receives, sorts and distributes incoming mail; stamps and post outgoing mail.
- Types, files and sends miscellaneous correspondence, forms and documents.
- Photocopies various materials and documentation.
- Processes registrations in person and over the phone for recreation programs.
- Performs cashier duties.
- Assists the Administrative Assistant in performing general office duties as required.
- Balances the cash transaction sheet; completes deposit slip and secures deposit bag at the end of shift.
- Performs general housekeeping duties as assigned by Supervisor, such as data entry, editing documents and restocking supplies and display materials.
- Performs other related duties as required.

Job Qualifications

Education/Experience

- Grade 12 diploma or equivalent.
- 6-months to 1-year post-secondary education in office administration, computer business systems or accounting.
- 6 to 12 months prior job-related experience.
- Current First Aid certification, Level One.
- Keyboarding, word processing, switchboard, and basic office equipment experience.
- An equivalent combination of training and experience may be considered.

Skills/Abilities

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

- General knowledge of word processing, spreadsheet and database computer applications, specifically MS Office Word, Excel and Outlook programs.
 - Ability to work with minimum of supervision.
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Reporting Relationship

Reports to: Superintendent, Recreation Program Services.