

# Administrative Assistant—Pool



TOWN OF  
**PEACE RIVER**  
ALBERTA

The Peace Regional Pool is accepting applications for one (1) permanent, full time Administrative Assistant. The Pool Administrative Assistant is accountable to the Aquatic Coordinator. The function in this position is to provide the users of the Peace Regional Pool with professional, friendly, efficient and accurate customer service.

## Duties include (but are not limited to):

- Provide users with accurate and timely information regarding swimming lessons, swim schedules, additional courses and programs offered by the Peace Regional Pool;
- Cash handling and cash balancing to ensure current and accurate billing of customers. Ensure all receptionists are submitting balanced cash reconciliation each shift;
- Assist the Aquatics Coordinator with the development of pool programming and scheduling;
- Assist the Aquatics Coordinator with the development of all required reporting, including monthly statistical reports and the Peace Regional Pool Annual Report;
- Accept bookings for the pool and activity room and advise all staff of these bookings;
- Act as the liaison between the pool, schools, user groups and other community groups/organizations;
- Advertise pool programs, events, operational hours, on socials media and other forms of advertising;
- Manage the Univerus Rec software program which encompasses user registrations, private rentals, and till operations;
- Train and supervise all reception staff in front desk protocols and procedures. Ensure all receptionists are able to complete assigned tasks and record all information on lessons and bookings accurately.

Full Time • Permanent

The Peace Regional Pool is a unionized workplace.

Wage: \$26.43 per hour (wage is currently under review)

Hours: Monday to Friday  
8:00am to 4:00pm

Closing Date: July 7, 2024

The Town of Peace River welcomes diversity in the workplace and encourages applications from all qualified candidates.

Complete job descriptions are available upon request. This position is within the scope of C.U.P.E. Local 898 and as such, you will be required to adhere to the articles contained within the Collective Agreement.

Qualified applicants are invited to submit their resumes to the address below.

**Quote competition #24/021**

**Employee Services Manager**  
**Email: [hr@peacriver.ca](mailto:hr@peacriver.ca)**

*We thank all participants for their interest, however only those who are selected for an interview will be contacted.*

## Qualifications:

- Minimum of 18 years of age;
- Previous cash handling experience (including debit/credit cards);
- Excellent Public Relation Skills both on the phone and in person;
- Exceptional organizational skills;
- Excellent computer skills in word processing and spreadsheets; comfortable with problem solving and various software programs;
- Ability to prioritize jobs and work with minimal supervision;
- First Aid certificate recognized by O.H.S with CPR-C and AED
- Office Administration Certificate or related experience is an asset;
- Minimum Grade 12 or equivalent;
- Hold a valid Alberta Class 5 Driver's License;
- Knowledge of Lifesaving Society and Red Cross programs, materials and requirements or willingness to learn;
- Knowledge and experience in liaising with schools, user groups and other community groups/ organizations is an asset;
- WHMIS certificate;
- Demonstrated ability to interact with people in a sensitive, tactful, diplomatic, and professional manner at all times.