



Recreation & Community Services ~ Job Posting

Part-Time Reception Position

To : Public / Internal Department
From : Town of Woodstock

Work Location : AYR Motor Centre
Position Title : Receptionist, part-time

Reporting Manager : Kelly Foster Hallett, Director

Rate of Pay : \$13.75

Primary Role: The primary role for this position is to provide reception coverage for the AYR Motor Centre front desk during early morning, evenings, and weekends

Duties: Responsibilities may include but are not limited to welcoming clients, taking payments, replying to phone and e-mail messages. Enrolling clients in requested recreational programs, or facilities using the center's software, verifying and selling of memberships, balancing & end of day cash ups, opening & closing related systems, screening customers for COVID 19.

Hours of Work: 8-15 hours per week

Posting Date: Thursday, May 20, 2021

Please submit written applications to the undersigned by: **Wednesday, May 26, 2021**

How to Apply for Internal Job Postings

If you are interested in applying for the above internal position and meet the eligibility criteria under Town of Woodstock Guidelines, please submit a completed Internal Job Application or resume to: kelly.foster@town.woodstock.nb.ca or drop off to Kelly Foster Hallett, Director / Facility Manager.

Posted Thursday May 20, 2021