



EXTERNAL JOB POSTING

SKATE LEADER / CASHIER

Dept.	Recreation Services	File No.:	7710 Rec M Files HR
Position:	Skate Leader / Cashier	Pay Rate:	Pay Grade = \$25.35 per hr
Posting Date:	Wednesday November 12 th , 2025	Closing Date:	Monday November 24 th , 2025
Term:	Part-Time Temporary (Approx. Dec through June.)		
Hours:	Part-Time - Schedule 'B' – Works and Services		

1. Nature and Scope of Work

Reporting to the *Recreation Services Program Coordinator*, this position mainly undertakes work associated with the coordination and implementation of recreation programs, acting as cashier, overseeing drop-in programs and activities as necessary, and assuming a positive public relations role as an ambassador for the department.

2. Primary Responsibilities

- Receives payments for admission to regularly scheduled and special recreation events;
- Keeps attendance records;
- Leads recreation activities as necessary;
- Enforces rules and deals effectively with emergencies;
- Undertakes routine janitorial tasks and assists other recreation staff as appropriate;
- Performs other related duties as assigned.

4. Supervision

The position reports to the *Recreation Services Programs Coordinator* and has no direct supervisory authority.

5. Minimal Qualifications

Education and Experience

- Level 1 First Aid Certificate or equivalent;
- Valid and current Driver's Licence;
- Handling of cash and associated duties.

Specific Skills

- Ability to communicate effectively both orally and in writing and to deal courteously, tactfully, impartially and firmly with the public;
- Demonstrated ability to work independently with minimal supervision;
- Demonstrated skating ability preferred;
- Knowledge of age-appropriate games and/or recreation activities.

6. Preferred Qualifications and Desirable Skills

- WHMIS certification.

7. Remuneration

Wage, terms, and work schedule are as indicated in the Town of Golden and CUPE Local 2309 Collective Agreement and applicable Letters of Understanding.

We are interested in good team players, communicators, and positive influencers in our organization, committed to providing enthusiastic service and support to the public.

Applications must include a cover letter, resume, and copies of current certifications.
Applications may be delivered by post, hand, or electronically and will be received by 4:00 pm
(Mountain Time) Monday November 24th, 2025, by:

Jordan Petrovics, Director of Recreation Services
Town Hall – 810 9th Avenue South, P.O. Box 350, Golden, BC V0A 1H0
E-mail: jordan.petrovics@golden.ca

Candidates with lesser qualifications may be considered.

Only those applicants selected for an interview will be contacted.

We reserve the right to collect both direct and indirect information about any applicant selected for an interview.