



The Regional District of Central Okanagan is an employer of choice made up of a dedicated team of people who care about the community they serve. We are located in one of the most desirable places to live in BC in the heart of the scenic Okanagan Valley. The appeal of Okanagan Lake, the natural beauty of the surrounding hillsides and the fragrant orchards and vineyards continue to draw people to the valley. Our lifestyle is second to none especially for those who live to enjoy the outdoors.

EECO Administrative & Booking Clerk

The Parks Services Department has an exciting opportunity for the position of *EECO Administrative & Booking Clerk*. Reporting to the Supervisor Community Relations & Visitor Services, this position provides exceptional customer service to the public and community groups at our Environmental Education Centre for the Okanagan (EECO) located in Mission Creek Regional Park. You will greet customers, answer enquires on park regulations, bylaws and programs as well as register patrons, process payments and schedule staff and facilities for our various programs. You will direct customer experience to embody the RDCO Parks Mission to inspire our residents and visitors to discover, enjoy, celebrate, and protect the places and experiences that help to define our special Suknaqinx or Okanagan sense of place.

To be successful in this role, you must have completed Grade 12, or equivalent, supplemented by an Office Assistant Certificate and have a minimum of 1 year office administration experience. Proficient computer skills utilizing MS Office is necessary and program registration software experience would be an asset. This position requires a strong ability to multi-task and you must have effective organization and time management skills. Excellent communication with a natural ability to resolve potential concerns in a professional, respectful manner will assist in handling many types of situations. As this position works with the community, you must obtain a Police Information with Vulnerable Sector Check. This position requires flexible work hours to meet operational requirements.

This is a part-time position (27.5 hours/week) that will commence immediately and is a member of CUPE Local 338. We offer a competitive salary and a full range of benefits.

Qualified individuals are invited to submit their resume quoting **Competition No. 1903** by **4:00 p.m. Sunday, February 3, 2019**, to:

Manager of Human Resources
Regional District of Central Okanagan
1450 KLO Road, Kelowna, B.C. V1W 3Z4
e-mail: apply@cord.bc.ca Fax: 250-763-7497
www.regionaldistrict.com/jobs



We thank all candidates for their interest - only applicants selected for interviews will be contacted