



Job Posting

Castlegar & District Community Complex
Castlegar

CUSTOMER SERVICE REPRESENTATIVE 1

Part-Time—Permanent

Internal

Under the general supervision of the CSR 3, the CSR 1 is a member of the Customer Service Department of the Castlegar & District Community Complex.

The CSR 1 performs a variety of duties at the Customer Service Desk that include, but are not limited to, providing assistance to the public using the facility, collection of admissions, accepting casual bookings and processing program registrations. The employee must exercise care in daily activities and communicate effectively with the public and staff.

REQUIRED QUALIFICATIONS & EXPERIENCE:

- High school diploma or equivalent.
- Standard First Aid.
- Cash handling experience.
- Experience working in a front line, customer service focused working environment.
- Satisfactory Criminal Record.
- Experience with Recreation Software (POS, Registration, Bookings) would be considered an asset.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

- Demonstrate ability to create and update documents using Word, Excel, Outlook and Publisher
- Ability to work with minimal supervision and exercise considerable independence of judgment.
- Demonstrate time management skills and ability to prioritize work loads.
- Ability to communicate courteously and effectively with the public and staff, using tact and diplomacy.
- Demonstrate ability to be an effective team player.

This is a part-time, permanent position working up to 24 hours per week.

The hourly rate for this position is \$24.89 as per the Collective Agreement with 15% in lieu of benefits.

This posting along with a detailed job description can be found on our website at www.rdck.ca/jobs.

To apply please complete our online form that can be found here: [EMPLOYMENT APPLICATION](#)

Applications in the form of a resume & cover letter detailing qualifications & experience relevant to the position will be accepted **until 9:00am August 28, 2026.**