



Student Employment Opportunity
2025 Student Recreation Customer Service Associate

April 28 to August 29, 2025

\$17.40 to \$17.90 per hour (hours will vary up to 35 hours per week)

COMMUNITY SERVICES DEPARTMENT

Under the direction and supervision of the Manager of Recreation & Culture and/or the Parks and Recreation Associate, this position will be responsible for customer inquiries, collecting money for recreation programs, and general administration duties at the Scugog Community Recreation Centre. Typically, tasks will be assigned at the beginning of each shift but will also occur on an as-needed basis.

Duties and Responsibilities include:

- Greet, assist and/or redirect visitors to the SCRC
- Answer all incoming calls and redirect to the appropriate staff member
- Assist with registrations for recreation programs and summer camps
- Collect money for recreation programs
- Department website review, update and maintain data supplied by authorized internal/external requestors
- Other duties as assigned.

Required experience and education will include:

- Currently enrolled in post-secondary education taking public administration, business/office administration or another related field
- Experience in administrative support in an office environment and/or municipal experience would be considered an asset
- Experience with the Accessibility of Ontarians with Disabilities (A.O.D.A.) Act would be considered an asset.

Skills and Competencies Required:

- Demonstrated computer proficiency skills including, but not limited to, Word, Excel, and Web
- Excellent verbal and written communication skills and the ability to communicate efficiently and effectively with the public and staff

NOTE: We thank all applicants and advise that only those selected for an interview will be contacted. Personal information will be used to determine eligibility for potential employment and is pursuant to the Municipal Freedom of Information and Protection of Privacy Act.

The Township of Scugog is an equal opportunity employer. In addition, accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA), please contact Human Resources.