



SUMMER STUDENT EMPLOYMENT OPPORTUNITY

FRONT DESK PERSONNEL

The Bay Bulls Regional Lifestyle Centre is dedicated to providing a welcoming and engaging environment for community members to participate in a variety of recreational activities. We are seeking an enthusiastic and reliable individual to join our team as a Front Desk Personnel at the Bay Bulls Regional Lifestyle Centre. The ideal candidate will be interested in recreation and fitness, have excellent customer service skills, and be committed to maintaining a safe and enjoyable environment for all guests.

Key Responsibilities:

- Assist in daily operations, including closing duties
- Provide exceptional customer service to all patrons, addressing inquiries and resolving issues promptly
- Ensure cleanliness and maintenance of all areas within the facility
- Assist with the set up and breakdown of various activities and events
- Monitor the use of the facility to ensure a safe and enjoyable environment for all guests.
- Enforce facility rules and policies in a fair and consistent manner
- Assist with supervising programs and special events
- Perform administrative tasks such as handling registrations, processing payments, taking booking requests, and maintaining records.

Responsibilities include (but are not limited to):

- Cash related duties
- Provide information as requested
- Keeping work area tidy
- Complete routine cleaning duties
- Assist with set up and take down of events
- Recreation program planning
- Evenings and weekends will be required

This position is funded by Canada Summer Jobs and students must be between the ages of 15-30. This position will be 35 hours a week for 8 weeks at \$16.00/hour.

Interested candidates should submit their cover letter and resume detailing their relevant experience and interest in the position to recreation@bbrlc.ca by Friday, May 30, 2025 no later than 4:00pm. Please include "Front Desk Personnel" in the subject line