



TOWN OF SWAN RIVER

RECREATION DEPARTMENT

Employment Opportunity

Customer Service Representative – Full Time (Permanent)

The Town of Swan River Recreation Department is accepting applications for a full-time, permanent Customer Service Representative.

Under the general supervision of the Recreation Manager, the Customer Service Representative receives the public, handles telephone and email enquiries, processes registrations and reservations, and performs financial and clerical duties. Work may be performed out of the Swan River Centennial Arena or the Richardson Recreation and Wellness Centre, depending on demand.

Qualifications:

Applicants are required to have the following to be eligible for employment:

- High school diploma (Grade 12) or equivalent.
- Previous clerical and/or computer program experience.
- Ability to work effectively under pressure in a fast-paced environment.
- Strong organizational skills with the ability to manage multiple tasks and projects simultaneously.
- Excellent interpersonal, verbal, and written communication skills.

Applicants must possess, or be willing to obtain, the following:

- Standard First Aid and CPR-C certification (training can be provided) and
- Satisfactory Child Abuse Registry Check and Criminal Record Check (to be obtained prior to employment).

The incumbent will be required to regularly exchange information, participate in discussions, and foster understanding with members of the public. Tact and discretion are essential when addressing inquiries, clarifying information, or resolving complaints and requests.

Starting Wage: \$20.21/hour

A detailed job description is available upon request at the Town of Swan River Office.

Application Process:

If you are interested in joining our team, please submit your resume, including references to:

Danielle Gordon-Broome, Director of Recreation

Email: dgordon-broome@townsr.ca

Drop-off: Town of Swan River Office, 439 Main Street, Swan River, MB

Application Deadline: Sept. 24, 2025 at 4:30 p.m.

Questions can be directed to: Danielle Gordon-Broome, Director of Recreation
Phone: (204) 734-4586 ext. 212 | Email: dgordon-broome@townsr.ca

We thank all applicants for their interest. Only those selected for an interview will be contacted.