



# TOWN OF SWAN RIVER

## RECREATION DEPARTMENT

### Employment Opportunity Customer Service Representative – Casual

The Town of Swan River Recreation Department is accepting applications for a casual Customer Service Representative for the Richardson Recreation and Wellness Centre.

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.

The position is casual with early morning, evening and weekends work required. Emphasis is on strong customer service and a high level of customer service to ensure satisfaction is maintained.

#### **Qualifications:**

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

- Minimum (Grade 12) or equivalent or be currently enrolled in a high school program.
- 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:** \$21.21/hour plus evening premium

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](mailto:dgordon-broome@townsr.ca)

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

**Application Deadline:** February 4, 2026 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](mailto:dgordon-broome@townsr.ca)

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