

 <p style="text-align: center;"><i>Fairfield Gonzales</i> Community Association</p>	<p>Reception Attendant Fairfield Community Place \$14 per hours (ten hours a week) Part-time seasonal employment Monday / Wednesday evenings (6-8.15pm) Tuesday mornings (9:30-2pm)</p> <p>Starting September 14, 2010</p>
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Reception Attendant

Overall Objectives:

- To support the administrative operations at the Community Place, including public customer service (phone, electronic and in person), assist office and coordinating staff, CAP computers use and payment processing
- To provide administrative/ secretarial support as delegated by operations director
- To support public utilizing the centre including Community Access Program computers users, program participants and enquirers

Duties

- Telephone and front desk reception coverage including initial response to enquiries and re-direction to appropriate staff and their voicemail
- Provision of information to public about programs and services offered by the FGCA
- Process payments for FGCA programs and services (including POS) and adhere to record keeping for payments
- Monitor public computer access terminals and provide support to CAP computer users
- Support for rental groups and other program spaces users including checking for room readiness and enabling room access
- Light cleaning (monitor and keyboard wipe down)
- Revise and refresh bulletin boards and public displays of agency programs and monitor the general state of the public foyer and front area
- Secretarial and clerical support for the board of directors and the executive director as delegated by Operations Director

Hours and Rate of Pay:

\$14 plus 4% vacation pay.

Note: This position is seasonal with scheduled hours September 14- Dec 15/ January 4- March 9 confirmed. Spring 2011 hours will be determined based on identified need.

Interested individuals are requested to forward a letter of interest outline their suitability for this position to Ro Fife, Operations Director via email family@fairfieldcommunity.ca or by mail to Fairfield Community Place, 1330 Fairfield Road, Victoria, BC V8S 5J1
Please note that internal candidates currently employed with the FGCA will be given priority for this position. **Closing Date** : 4pm, 30 August 2010

