



**External Posting – Summer Employment**  
Pool Front Desk/Victoria Park Information Clerk  
Parks, Recreation & Culture Department  
Posting Date: Friday July 22, 2022  
Closing Date: Friday August 5, 2022 at 4:00 pm

The Town of Truro is currently accepting applications for two park information students. The successful candidates will be required to work at the Victoria Park Pool Front Desk and the Victoria Park Visitor Information Booth. The positions will run until September 5, 2022.

**Nature of the position:**

The primary responsibility of the Pool Front Desk/Victoria Park Information Clerk is to provide high quality customer service in the daily operations of both the Victoria Park and the Victoria Park Pool.

- The Victoria Park Pool Front Desk Attendant serves as the first point of contact for the public at the pool. They will greet patrons, enforces policies, accurately process and track all monetary transactions, and they will answer patron courteously and promptly. They will also assist with facility cleaning.
- The Victoria Park Information Clerk serves as the first point of contact for the public at Victoria Park. The attendant greets patrons, answers patron questions about the park and on things to see and do in the area.
- Other duties relevant to the work will be assigned on an as needed and required basis.

The successful candidates must be able to work a flexible schedule of shifts including weekdays, evenings, and weekends. Regular hours will be 12:30 pm to 8:30 pm, up to thirty-five (35) hours per week.

**Application Provisions:**

Resumes and cover letter required and should include education, experience, qualifications, and any training that is related to this position.

**Start Date:**

**Immediately**

**Closing Date for Applications:** Friday August 5, 2022 at 4:00 pm

**Salary:**

\$14.00/hour

**Forward applications to:**

Tammy Hamlin, Manager of Human Resources  
Town of Truro  
695 Prince Street  
Truro, NS B2N 1G5  
Email: [jobs@truro.ca](mailto:jobs@truro.ca)

***The Town of Truro is an Equal Opportunity Employer with an Affirmative Action Policy.***