



Village of Carmacks

P.O.Box 113
Carmacks, YT Y0B 1C0

Job Posting:

Booking Clerk - Village of Carmacks Recreation Services

Position Title: Booking Clerk

Department: Recreation Services

Reports To: Recreation Director and CAO

Location: Village of Carmacks, YT

Position Type: Full-Time (35-37.5 hours/week)

Position Summary:

The Village of Carmacks is seeking a dedicated and detail-oriented Booking Clerk to join our Recreation Services team. This position manages bookings and contracts for recreation facilities, including parks, arenas, and other recreational venues. The Booking Clerk will also perform various clerical tasks, supporting our service excellence model and ensuring high community service standards.

Key Responsibilities:

- Assist in delivering current recreation and event programming.
- Oversee activities of Customer Service Representatives.
- Maintain accurate membership, attendance, and incident records.
- Follow Health & Safety Guidelines and remain WHMIS Compliant.
- Manage facility bookings using the Parks and Recreation Management Software (Universe software).
- Ensure booking accuracy, issue and confirm fee receipt.
- Communicate facility usage and needs with the Recreation Director.
- Track recreational equipment inventory and perform preventative maintenance.

Telephone: (867) 863-6271

Fax: (867)863-6606

Email: info@carmacks.ca



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- Attend staff meetings and professional development opportunities.
- Utilize Universe Recreation Management Software daily.
- Handle incidents, problems, and emergencies per Municipal policies.
- Respond courteously and effectively to public inquiries.
- Maintain up-to-date facility data in the Universe.
- Process payments and registrations for bookings, activities and programs.
- Prepare daily receipt reports and bank deposits.
- Produce and distribute communication materials.
- Operate standard office equipment and monitor video equipment.
- Support pool and arena staff in emergency situations.
- Assist with emergency services as required.

Credentials/Experience Required:

- Minimum age of 18 years.
- Strong communication skills and ability to interact positively with the public.
- Excellent problem-solving skills and ability to make decisions under pressure.
- At least 2 years of recent experience in a recreation setting with recreation software and user groups.
- Experience in a leadership role within a group setting.
- Ability to mentor, supervise, and build rapport with program participants and staff.
- Knowledge of the Occupational Health and Safety Act and associated regulations.
- Valid SFA/CPR-C/AED, WHIMIS certification.
- HIGH FIVE® certification and Quest 2 certification are assets.
- NCCP Safe Sport Certified is an asset.
- Ability to maintain strict confidentiality and integrity.
- Submission of a vulnerable sector screening verification (police record check) upon hire.

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Wage Scale:

- Level 2 Step 1 (\$26.67/HR) to Level 5 Step 5 (\$41.38/HR)

How to Apply:

Interested candidates are invited to submit their resume and cover letter to:

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For a detailed job description, please contact us at the above email address or phone number.

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