



Cashier/Skate Patrol & Program Assistant Part-Time

Port Hardy and North Island
Port Hardy

Thursday June 25, 2026

Minimum wage - \$ 20/ hour (\$20.87 per hour)

Company: District of Port Hardy

Website: <https://porthardy.ca/municipal-hall/staff/employment-opportunities/>

Industry: A&E/Recreation

Remote/Camp Based Job: No

How to apply:

Please submit a cover letter and resume via email, in person, or mail to: Naomi Heith Manager of Recreation & Community Services 7400 Columbia Street | PO Box 68 Port Hardy, BC V0N 2P0 Email: careers@porthardy.ca Phone: 250.230.4178

Attachment: [combined job postings for NIEF upload_0.pdf](#)

Expiry Date:

Thursday, July 09, 2026

Details:

Port Hardy Recreation is seeking a part-time, on call cashier and casual skate patrol/program assistant to join our team and be available for day, evening, and weekend shifts. This position plays an important role in supporting recreation programs and ensuring a positive experience for all facility users. The cashier is the first point of contact for the community. They greet patrons, answer phones, and register people for programs. They are responsible for collecting admission fees, processing registrations, completing cash reports, and providing information to the public regarding recreation programs and schedules. This role also includes routine administrative and custodial duties to support the smooth operation of the facility. Applicants will be required to work under supervision to maintain a safe and enjoyable environment during public skating, skating lessons, and special events. This position also assists in the Skate Shop and performs light janitorial and custodial duties. They will have the opportunity to assist with summer camps, programs and events organized by our Community Outreach Coordinators.

Qualifications & Experience:

Key Responsibilities: •Collect admission fees for recreation and leisure activities
•Issue receipts and process payments accurately •Complete daily cash reports and balance cash transactions •Secure cash in designated storage areas •Book facility rentals and maintain records of facility usage and sales •Respond to public inquiries regarding programs, events, and schedules •Refer unusual problems, complaints, or inquiries to a supervisor •Respond to emergency situations as directed •Perform janitorial and custodial duties to required standards •Perform related duties as required

Required Knowledge, Skills, and Abilities:
•Demonstrated ability to handle cash, make change, operate a cash register, and complete accurate cash reports •Strong customer service skills with the ability to exercise courtesy, tact, and diplomacy when dealing with the public and co-workers •Knowledge of recreation programs relevant to the facility (or willingness to learn) •Ability to work independently and as part of a team •Self motivated and complete daily cleaning tasks

The ideal candidate is dependable, detail-oriented, and committed to maintaining a welcoming and well-organized recreation environment for the community. •Must be able to skate without assistance • Must exhibit strong verbal communication skills • Ability to work as part of a team and take direction well • Able to work with children of all ages • Good organizational skills
