TOWN OF COMOX

Internal/External Posting

TEMPORARY PART-TIME CLERK-TYPIST I (RECREATION)

COMOX COMMUNITY CENTRE

The Town of Comox invites applications for the temporary part-time (7 hours per week - Wednesdays, 1:45 pm – 9:45 pm) Clerk-Typist I position at the Comox Community Centre. This temporary unionized position (CUPE Local 556) will commence November 18, 2026, and is anticipated to continue for an extended period. The position offers a rate of pay of $32.79 per hour plus 12.8% in lieu of benefits including vacation and statutory holidays, sick leave and other paid leaves.

Reporting to the Recreation Supervisor and under the direction of the Clerk III - Reception Supervisor, the Clerk-Typist I is responsible for serving customers in person, by email and telephone, and answering customer inquiries regarding facilities, recreation programs, services, and special events. The ideal candidate will exercise considerable independent judgment and initiative, manage multiple competing demands at once, and build and maintain strong working relationships to work collaboratively in a team setting.

Typical Duties & Responsibilities include:

- Performs reception duties including telephone, email and in-person inquiries and complaints;
- Processes program registrations, fitness passes, and drop-in user fees; and,
- Provides clerical support to staff including the preparation of program reports, class lists, notifying participants and staff of program cancellations or changes, managing inbound/outbound mail, and preparing refund requests.

Required Knowledge & Skills:

- Completion of Grade 12;
- Minimum of two (2) years direct reception/office experience in a busy customer service capacity;
- Excellent customer service, interpersonal, communication, organizational, time-management and problem-solving skills;
- Strong computer skills using Microsoft Word, Outlook and Excel;
- Ability to work both independently and as a team member;
- Emergency First Aid (Basic), with CPR-C and AED; and,
- Current clean criminal record check.

A complete job description is available at www.comox.ca/employment

Applications for this posting will be received until 4:00 pm **Monday, November 16, 2026**, and should be directed by email to ***jobs@comox.ca*.**

Competition 26-41-IE

Dated: November 6, 2026

Tel: 250-339-2202
Fax: 250-339-7110
Email: town@comox.ca

Address:
1809 Beaufort Avenue
Comox, B.C. V9M 1R9

We respectfully acknowledge that we gather and work on the traditional territory of the K'ómoks First Nation, the traditional keepers of this land.