



#V1780 Recreation Clerk Expression of Interest (Internal Only)

Closing Date: 4:30 pm, Friday, September 27, 2024

Expression of Interest – Implementation of Transit S-Pass

We are excited to announce a Fare Free Transit for Youth initiative this October. Fare free transit (the S-Pass) will be effective November 1, 2024, and we need help to activate the new Pass in our electronic fare system.

This is an opportunity for staff members to express their interest in temporarily working in the Recreation Services Division on the S-Pass Implementation project. The SCRd will be setting up tables at both the Sechelt Aquatic Center (SAC) and the Gibsons and Area Community Center (GACC) with SCRd staff available for S-Pass activation. We are looking for staff to work specific shifts during this limited time frame.

Shift Opportunities

We are looking for staff to sign up for shifts totaling a minimum of 12 hours.

Shifts will be available at both the SAC and GACC during the following times:

- **October 28:** Monday through Wednesday 2:45 pm - 5:45pm and Saturday 10:45 am - 1:45 pm
- **November 4:** Monday through Friday 2:45 pm - 5:45 pm and Saturday 10:45 am - 1:45 pm
- Training will be provided in advance

Responsibilities and Experience

Responsibilities include the following:

- Confirm eligibility for program by checking identification
- Update tracking spreadsheet
- Access the electronic fare system (web-based application) to activate the S-Pass
- Issue the fare product (S-Pass), either through a physical card or web-based application

We encourage staff who have the skills and abilities outlined below to apply:

- Familiarity with computer programs including Excel, SharePoint, and web-based applications
- Experience working in a fast-paced environment with an attention to detail and ability to type
- Strong communication and interpersonal skills, value of customer service, and commitment to contributing to the project's success

How to Express Interest

Please submit your expression of interest **by September 27** to hr@scrd.ca and include a brief statement on your relevant experience, shift availability, and reasons for wanting to participate in the project.

We look forward to your participation in making the S-Pass launch a success!

Contact: hr@scrd.ca or www.scrd.ca/careers