



Casual Recreation and Culture Clerk I

Employer: Village of Cumberland

Location: Cumberland, BC, Canada

Type: Casual (On Call)

Hours Per Week: Varies

Reporting To: Recreation and Culture Supervisor

Position Type: CUPE Local 556

Salary: \$31.38 per hour (2026)



Are you passionate about providing excellent customer service and fostering a welcoming and inclusive community? Do you thrive in a dynamic environment where you can support recreation programs and services that enhance community well-being? Join the Village of Cumberland as a Casual Recreation and Culture Clerk I, where you will play a key role in front-line services at the Recreation Centre, contributing to the delivery of programs and services that bring our community together.

About The Role:

Reporting to the Recreation and Culture Supervisor, this position involves a variety of tasks related to the Recreation Centre reception and delivery of front-line services.

The successful candidate will work casual hours including days, evenings, and weekends, both scheduled and on an on-call basis. As this is a casual position, hours of work are not guaranteed.

Key responsibilities include:

- Greeting the public and assisting user groups.
- Responding to telephone and in-person inquiries.
- Assisting the public with program information and registrations.
- Preparation of facility spaces for programming and events.

What we Offer

- A collaborative and supportive work environment that values work-life balance.
- Opportunities for professional growth and impactful contributions to the community.
- A chance to make a positive difference in a vibrant and engaged community.





About Cumberland

Nestled in the mountains of the beautiful Comox Valley on Vancouver Island, the Village of Cumberland offers a unique blend of natural beauty, cultural richness, and outdoor adventure. The Village is a progressive municipality known for its proximity to outstanding outdoor recreation, a thriving food and beverage scene, and world class arts and music. The community boasts an internationally recognized trail network, lakes, streams, and a mature rainforest. Saltwater beaches and Mount Washington Alpine Resort are just a short drive away.

Qualifications

The ideal candidate will possess:

- Ability to establish and maintain effective working relationships with other staff, instructors, the general public, user groups and program participants.
- Proficiency in the use of computer applications including Microsoft Office suite and recreation-related software.
- Organizational skills and the ability to prepare and maintain records, reports and correspondence.
- Ability to work shift work including days, evenings, weekends and holidays.
- One year certificate in recreation or related field.
- 6 months of recent and relevant experience.

Licensing and Assessment Criteria

- Criminal record clearance.

How to Apply

Please submit your resume and cover letter to hr@cumberland.ca by 4:00 pm October 8, 2026.

