

**Client Services Clerk – Town of Whitchurch-Stouffville
Museum & Community Centre
(Job # 2025-033-IE)**

Department: Community Services
Status: Part Time, Temporary (Up to 12 months)
Date Posted: **February 12, 2025**
Date Closing: **February 26, 2025, 4:00pm**
Scheduled Hours/Shifts: 24 hours per week
Salary: \$27.36 - \$30.78 per hour
Flexible Working Arrangements: Unavailable

WHY Stouffville:

Working for the Town of Stouffville means being a part of a tight knit workforce, where we foster a sense of belonging. The Town is dedicated to supporting employees by offering competitive wages, opportunity to participate in OMERS pension plan, complementary gym membership and access to our employee discount program.

Join the team at the Town of Whitchurch-Stouffville Museum and jump into an opportunity to work amongst a dynamic group of peers in a unique and exciting work environment. Your work will have a direct and positive impact on the lives of the citizens of Stouffville, as you support the reception desk, provide museum tours, and perform clerical tasks throughout the year. The Museum's mission is to involve individuals of all ages, diverse backgrounds, and abilities to celebrate the foundational origins of the Town. The Town's heritage is what make Stouffville a better place to live, work, and play. We look forward to hearing from you.

We are committed to being an equal opportunity employer, supportive of an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce reflect the citizens we serve. At the Town, we respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.

Position Purpose:

The Whitchurch-Stouffville Museum & Community Centre is accepting applications for a Client Services Clerk – Museum & Community Centre. This is a part-time position, working between 24-28 hours per week. Duties include a broad range of customer service-related tasks, including front line reception, providing museum tours, supporting museum operations, responding to rental inquiries, completing sales transactions, performing clerical tasks, attending and participating in all staff activities (training, meetings), among other duties assigned. Shifts typically Wednesday – Saturday, with workdays and shift times varying dependent on operational needs.

Qualifications and Requirements:

- Minimum of Ontario Secondary School Diploma (Grade 12).
- Experience in Museum Studies/Education, Hospitality & Tourism, Event Management an asset.
- Must be at least 19 years of age.
- Must be able to lift 30-50lbs.
- Demonstrated experience in customer service, administration, and event/program facilitation.
- Excellent interpersonal skills, organizational skills, initiative and time management.
- Superior problem-solving skills; ability to follow established site safety procedures.
- Ability to deal courteously and effectively with clients, hired service providers, staff and volunteers.
- Standard First Aid Certification (can be completed after hiring).



How to apply:

Please forward your resume in confidence by **February 26, 2025, at 4:00 p.m.**, identifying **Job # 2025-033-IE** in the subject line to hr@townofws.ca.

Please save your resume in PDF version and save the document in the following format: *Full name, Position Title*

We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.