

Woolwich Township Job Posting

Date: February 27, 2026
Position: BCC Staff – Facility Events (Part-Time)
Wage Rate/Grade: \$19.00 per hour



Discover the charms of the Township of Woolwich, a growing community with a bright, well-managed and well-planned future in the Region of Waterloo. Woolwich is known for its unique heritage, farms and farmers markets, scenic trails, bridges, and landmarks. Our communities provide a rural lifestyle with all the conveniences of urban centres nearby. The quality of life in Woolwich is superior, and as an employee of the Township, you will play a key role in helping shape the next phase of our future growth and development.

Recreation & Community Services is seeking one (1) part-time Customer Service Staff due to a vacancy.

Purpose of position and profile:

This position will provide supervision, oversight, customer service and light maintenance for rentals & programming at the Breslau Community Centre.

Responsibilities:

- Open and close the facility, ensuring a safe, clean and inviting environment for patrons.
- Greet patrons in a welcoming and friendly manner, consistently maintaining a positive attitude.
- Assist with reducing harm and risk by looking for facility issues or safety hazards, taking needed actions for correction where possible and / or reporting to direct supervisor or full time staff member.
- Assist with set up / tear down in all areas of the facility.
- Assist with maintaining a safe, healthy environment throughout the facility at all times.
- Assist with facility maintenance requirements as set out by the Township including but not limited to; general janitorial / maintenance / window cleaning, janitorial stocking and inventory control as assigned or required throughout each shift (e.g. sweeping, mopping and cleaning of washrooms, building and throughout washing of walls, counters, empty garbage containers, washroom and common area cleaning, minor snow shoveling, ice control).
- Primarily weekend and evening work as required to assist with rental groups and events
- Work in compliance with the provisions of the Occupational Health and Safety Act and adhere to all Township of Woolwich and facility service standards and policies.
- Work with enthusiasm and professionalism as a member of the facility team at all times.
- Dress in a professional and well-kept manner and use personal protective equipment as identified.

Qualifications, Knowledge, Skills and Work Requirements:

- Grade 12 education or equivalent
- Valid Standard First Aid and CPR Certification
- Ability to read and communicate fluently in English
- Excellent customer service, interpersonal and communication skills with the ability to handle verbal complaints in an appropriate manner
- Knowledge of ActiveNet or other Recreation software an asset
- Administrative skills and handling money experience an asset
- Interest and general knowledge of recreation activities with a good understanding of the Recreation and Facilities Services operation
- Proficient with MS Windows and MS Office applications

- Ability to work as a part of a team and with members of the public, other Township staff and external agencies
- Ability to multi-task in a very fast paced environment
- Ability to organize work and set own priorities

Working Conditions:

- Scheduled on an as needed basis as per department scheduled (hours may vary between 3 - 24 hours per week)
- Must be available to work all shifts, including days, evening, weekends, and holidays
- Expected to work with frequent interruptions from telephone inquiries and visitors to the customer service desk
- Must be able to sit or stand for long periods of time
- Must be able to work in an environment that is noisy, cold, or hot and with crowds
- Work Site: Breslau Community Centre

Interested applicants are invited to submit their resume via email to hr@woolwich.ca prior to **4:00 pm on March 13, 2026. Please quote job posting 2026-15.**

All applicants are thanked for their interest in these positions however, only those selected for an interview will be contacted.

The Township of Woolwich is committed to diversity and inclusion and offers an accessible workplace. We are an equal opportunity employer and are committed to meeting the needs of applicants during all phases of the hiring process. This document is available in alternate formats, or with accessible communication supports, upon request.