



CASUAL POOL

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| STATUS: | Casual |
| UNION: | Teamsters |
| SALARY: | Ranges from \$29.20 to \$37.20 per hour |
| BENEFITS: | Casuals receive a percentage in lieu of benefits |
| CLOSING DATE: | Tuesday, September 1, 2026 |

SUMMARY

The Vancouver Police Department (VPD) is seeking on-call and temporary clerical workers to join our casual pool.

As a civilian professional in our casual pool, you will fill on-call and temporary clerical positions made vacant due to illness, vacation, or special workload needs. These on-call and temporary assignments vary in length and may include administrative duties, data entry tasks, and customer service. The majority of these positions are unionized.

We are offering casual employment in a variety of sections that serve and support the 24/7 operations of the Department as a whole. Various positions involve a schedule with rotating shifts.

Many of our casual pool employees find full-time employment with the VPD while others enjoy the flexibility and variety of temporary work and remain long-term as casuals.

REQUIREMENTS

- Grade 12 completion supplemented by commercial training in an office environment
- Minimum keyboarding skills of 45 wpm and 6000 key strokes for data entry
- Proficiency in Microsoft Word and Excel (test score of 70% or higher)
- Excellent interpersonal and communication skills to deal tactfully and effectively with the public and staff
- Customer/public service experience
- Cash-handling experience
- Ability to maintain effective working relationships in a team environment
- Canadian citizenship or Permanent Resident status
- The flexibility to report for a variety of shifts, including nightshift, weekends, and statutory holidays
- An Enhanced Reliability Clearance (ERC) is required and must be maintained throughout employment

AVAILABILITY

We require our casual pool team members to have a great deal of flexibility. Assignments may be offered on short notice and there may also be periods of time when no assignments are available. The flexibility to report for a variety of shifts, including nightshift, weekends and statutory holidays is preferred.

WHY THE VPD?

At the VPD, you'll be part of an organization dedicated to making a meaningful difference in the community. We are committed to fostering a workplace culture built on integrity, respect, and continuous learning.

Whether serving on the frontlines or supporting operations behind the scenes, every role at the VPD contributes to the safety of Vancouver. Join a team where your skills, ideas, and commitment to public service are valued and where you can build a rewarding career while making a positive impact on the community.

To learn more about the VPD, please visit our website at [VPD.ca](https://vancouver.ca/vpd).

Interested applicants should submit a resume via email to externaljobinquiries@vpd.ca and indicate **Casual Pool** in the subject line.

We thank all applicants for their interest, however, only those short-listed will be contacted.