



# BUILD A CITY. BUILD A FUTURE.



## Community Services Coordinator 1 – Urban Forestry Stewardship

*The City of Surrey is one of the fastest growing and culturally diverse cities in Canada. Recognized as a top employer, we are dedicated to building a vibrant, progressive, world-class city that enhances the quality of life for our citizens, while delivering meaningful and rewarding career opportunities for our employees.*

### SCOPE

Surrey's Urban Forestry section offers nature programs and events for the public with the goal of increasing awareness, appreciation and stewardship of Surrey's urban forest. Programming takes place in parks and other locations throughout the City.

This is a professional level of work related to the development, promotion and delivery of specialized urban forestry education, public engagement and stewardship programs for schools and the public on a citywide basis. Responsibilities include working with diverse community partners; coordinating volunteers; organizing and hosting community events; producing educational and interpretive materials; and providing environmental education outreach to the public.

### EMPLOYMENT STATUS

Union - CUPE Local 402 – Regular Full-Time

### RESPONSIBILITIES

The successful candidate will:

- Exercise a significant degree of judgement and initiative within established guidelines under general direction.
- Coordinate staff and volunteers who assist with program delivery
- Prepare and distribute educational and promotional materials
- Plan, promote and deliver environmental education and stewardship community programs to families, individuals, schools, and various formal and informal groups
- Recruit, train, and place volunteers as required
- Supervise and coordinate subordinate staff

### QUALIFICATIONS

- Graduated from a recognized University or College level program with 3 years of progressively responsible experience, including supervision
- **OR** an equivalent combination of education and experience may be considered.

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As a Community Services Coordinator 1, you will have:

- Strong interpersonal skills and leadership ability is an asset
- The ability to make effective oral presentations
- The ability to produce high quality written materials
- A valid B.C. driver's license with a safe driving history
- Knowledge of the principles and practices of environmental education and stewardship
- Knowledge of local flora and fauna

Applicants under consideration will be required to consent to a Police Information Check/Vulnerable Sector Check.

## OTHER INFORMATION

Hourly Rate: \$35.71

Steps	Hourly Rate
Step 1	\$35.71
Step 2 (6 Months)	\$36.72
Step 3 (18 Months)	\$37.91
Step 4 (30 Months)	\$38.98

## APPLY

If you are interested in this opportunity, please apply to [www.surrey.ca/careers](http://www.surrey.ca/careers) to Job ID 5878