

**BUILD A CITY.
BUILD A FUTURE.**
HELP US BUILD A WORLD-CLASS CITY.



COMMUNITY SERVICES ASSISTANT 3 – SURREY NATURE CENTRE

As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation.

*City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward. **Build a City. Build a Future** at the City of Surrey*

SCOPE

The Surrey Nature Centre (operated by the City of Surrey's Urban Forestry section) offers nature-based programs and events for schools and the public with the goal of increasing awareness and appreciation of Surrey's urban forest.

We are looking for an enthusiastic individual with strong interpersonal skills to assist with day camps, volunteer management and drop-in public program/events. This auxiliary position may include evening and weekend shifts.

EMPLOYMENT STATUS

Auxiliary – CUPE.

RESPONSIBILITIES

Day camps

- Train, and provide support to, junior day camp staff
- Supervise day-to-day camp activities
- Ensure the City's Policies and Procedures are followed by staff and volunteers

Volunteer Management

- Recruit, schedule and provide feedback to volunteers (day camp, event, nature preschool and nature centre host volunteers)
- Plan volunteer activities and opportunities

Drop-in public programs and events

- Assist planning, coordinating and hosting drop-in programming (Seniors in the Park, Park Hosting and Discovery Days)
- Assist with planning and hosting Halloween in the Forest and other onsite events
- Provide logistical support for various outreach events

QUALIFICATIONS

- Completed Grade 12 and some post secondary education from a recognized institution, supplemented by two years of related experience (including supervision), or an equivalent acceptable combination of training and experience
- Current Occupational First Aid (or acceptable equivalent)
- Strong communication and organization skills
- Experience working with school-aged children
- Knowledge of local flora and fauna