



BUILD A CITY. BUILD A FUTURE.



COMMUNITY SERVICES ASSISTANT 3 - STEWARDSHIP PROGRAMS ASSISTANTS

SCOPE

Join our dynamic Urban Forest Stewardship team! Help us connect with the community to increase awareness and care for Surrey's natural areas and shade trees. We are looking for enthusiastic and team-oriented individuals to be our next Stewardship Programs Assistants. Share your passion for nature as you organize and deliver environmental stewardship projects for youth volunteers, the public and diverse community groups.

You will be working varying schedules including frequent weekends and some evenings.

RESPONSIBILITIES

As a Stewardship Programs Assistant, you will:

- Plan, implement and deliver park programs and events including invasive plant removal, tree planting, street tree care and outreach events
- Assist in the development and distribution of promotional and educational materials
- Assist in the recruitment, training and scheduling of volunteers
- Provide direction to volunteers and junior staff
- Assist with various administrative duties, and perform other duties as required

QUALIFICATIONS

- Completion of grade 12 and some related post-secondary education from a recognized institution, supplemented by 2 years related experience (including supervision) in environmental education and/or stewardship
- Effective communication, planning and organizational skills
- Ability to establish and maintain effective working relationships with program participants, volunteers, staff and the public
- Experience working with youth
- Knowledge of common native and invasive plants in Surrey
- Physical co-ordination and stamina necessary to carry out the duties of the position
- Current Occupational Level 1 First Aid certificate or acceptable equivalent
- Valid class 5 BC driver's license with a safe driving history
- Applicants under consideration will be required to consent to a Police Information Check/Vulnerable Sector Check.

INTEGRITY • SERVICE • TEAMWORK • INNOVATION • COMMUNITY

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