

DEPARTMENT:	Community Services	STATUS:	Auxiliary
NO. OF POSITIONS:	One	UNION:	CUPE, Local 387
HOURS OF WORK:	Varies*	SALARY:	\$29.49 - \$34.62 per hour plus 12% in lieu of benefits

Anvil Centre is seeking an auxiliary Recreation Leader Attendant (RLA) to support the set up, administration and delivery of programs and rentals in the Anvil Centre studios, including registered programs, school programs, workshops, special events and community rentals. Core responsibilities include planning, coordinating and completing room set up/take down requirements; program registration; customer service; marketing support; inventory management; gallery monitoring; building supervision; light cleaning duties.

This is an auxiliary position (3-4 shifts per week for 6-8 weeks) starting in late September to cover for a leave of absence. Following the 6-8 week period, there is a potential for the incumbent to pick up shifts on a casual basis as needed to support the operation.

Requirements:

- Completion of a two year community college program in a related field plus some custodial, community centre, or arts and cultural centre experience, or an equivalent combination of training and experience.;
- Sound experience in building supervision, securing and maintaining a facility (opening and closing duties, light cleaning);
- Ability to demonstrate strong customer service skills and anticipate customer service needs;
- Ability to communicate effectively with internal and external stakeholders;
- Ability to demonstrate a professional demeanor in personal presentation and conduct;
- Experience with marketing and communications;
- Proficiency in social media platforms;
- Experience with Microsoft Office (word, excel, outlook);
- Level I First Aid, CPR and AED;
- Workplace Hazardous Materials Information System (WHMIS); and
- Ability to successfully pass and maintain a satisfactory Police Information Check with Vulnerable Sector (PIC-VS) check.

Preference may be given to those who have familiarity or experience with arts and cultural programming, an understanding of artistic media and materials and proficiency with Perfect Mind/Xplor and Better Impact software.

****The successful candidate will need to be able to accommodate a flexible schedule including weekday and evening shifts.***

Apply online with your resume and cover letter in one document at www.newwestcity.ca/employment by August 14, 2023.

To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.

New Westminster is on the unceded and unsurrendered land of the Halq'eméylem-speaking peoples. It is acknowledged by the City that colonialism has made invisible their histories and connections to the land. We are learning and building relationships with the people whose lands we are on.

We thank all applicants for their interest and advise that only those selected for an interview will be contacted. This position is only open to those legally entitled to work in Canada.