

BUILD A CITY. BUILD A FUTURE.



Community Service Assistant 5 – Program Specialist

*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, appreciation, and stewardship of Surrey's urban forest.

This is an auxiliary position and is based on a predicted 32-hour work week (Monday to Thursday, or Tuesday to Friday); and will transition to a 40-hour work week (Monday to Friday) during school break camps. Hours are subject to change based on operational needs and are not guaranteed.

The successful candidate will have experience working with school-aged children, an understanding of interpretation best practices, and knowledge of local flora and fauna. Due to the supervisory nature of this position, strong leadership abilities including interpersonal and conflict resolution skills are an asset.

Anticipated start date is October 15, 2024.

EMPLOYMENT STATUS

Union - CUPE Local 402 - Auxiliary

RESPONSIBILITIES

As the Surrey Nature Centre **Program Specialist**, you will:

- Oversee school programs and day camps
- Co-supervise interpreters and program leaders
- Maintain current programs and create new as needed

QUALIFICATIONS

- Completion of Grade 12 supplemented by a degree/diploma in recreation, or a related field from a recognized post-secondary institution plus 2 years progressively responsible experience in community service work or area of specialty, including supervision, or an equivalent acceptable combination of training and experience.
- Valid BC Driver's License with a safe driving history.
- Occupational First Aid Level One Certificate or acceptable equivalent.
- Consent to Disclosure of Criminal Record Information.
- High Five Certification or an acceptable equivalent; or willingness to obtain.

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OTHER INFORMATION

- Number of Job Openings: 1
- Pay Grade: Schedule D
- Hourly Rate: \$ 32.04

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