

BUILD A CITY. BUILD A FUTURE.



COMMUNITY SERVICES ASSISTANT 5 – COMMUNITY ENHANCEMENT

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

This is senior community service work with the incumbent responsible for carrying out a variety of organizational and administrative duties related to the planning, development, promotion and delivery of day-to-day site operations, facility services and rentals, special events and supervision.

EMPLOYMENT STATUS

Union - CUPE Local 402 – Project (18 months)

RESPONSIBILITIES

- Works with community groups to schedule events and programs in all facilities at the Cloverdale Fairgrounds.
- Supports the delivery of facility tours to prospective user groups and promotes the Cloverdale Fairgrounds as a site for future events.
- Schedules staff as required for programs and events.
- Liaises with internal and external contacts as necessary to support daily facility maintenance.
- Supervises junior staff.
- Manages the ordering and monitoring of supplies at the Cloverdale Fairgrounds.
- Administers facility availability for all programs, including cancellations and adjustments.
- Maintains a daily log of all incidents and deals effectively with all customer concerns.
- Ensures the City's policies and procedures are met during the performance of ongoing duties.
- Performs other duties as required.

WORK CONDITIONS/EFFORT

Physical work and some exposure to changing environments including but not limited to, working evenings and weekends.

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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.

LICENCES, CERTIFICATES

- 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.

OTHER INFORMATION

- Hourly Rate - \$32.04
This posting will close on January 20, 2025

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