



**District of Taylor
Employment Opportunity**

**Community Services Assistant
(Full-time – Temporary Leave Coverage)**

The District of Taylor is seeking a highly motivated, enthusiastic and dedicated individual to fill the position of the Community Services Assistant. Reporting to the Manager of Parks and Facilities, the Community Services Assistant performs a multitude of functions such as performing organizational and administrative duties related to the planning, development, promotion and delivery of recreation programs and services. The Community Services Assistant works directly with the Community Services Department and provides support to the Manager of Parks and Facilities. This Assistant will also initiate community development processes, support the ongoing operation of the community's Visitor Centre, co-ordinates programs and facilities, and prepares related promotional information.

The ideal candidate will have strong collaboration and interpersonal skills, and have a degree/diploma in Recreation Administration, Tourism Management or a related field with a minimum of two years' experience, or the equivalency of education and experience combined. The incumbent will be required to maintain a valid BC Driver's License, a clean criminal record check with vulnerable sector screening and be capable of performing heavy lifting and physical duties.

The successful applicant can expect to work 35 hours per week, Monday to Friday from 8:30 AM to 4:30 PM and be available for evenings, weekends and statutory holidays as required for special events, programs and/or services. The positions wage rate is \$26.03 - \$29.95 per hour and will be determined based upon a combination of relevant education and experience. This position also includes an exceptional benefit package.

With your resume, please provide a cover letter that articulates how your skills and abilities make you the best candidate for this position. Submissions will be received until February 7, 2025, at 11:59 a.m. local time.

Please address your application to:
Mike Whalley, Interim Deputy Corporate Officer
PO Box 300
Taylor, BC V0C 2K0
Phone: (250) 789-3392
Email: mwhalley@districtoftaylor.com

Disclaimer: Please note that the job description of this position is subject to potential changes as a result of the District's ongoing Organizational Review and the wage rate will be subject to further review through the Organizational Review, but will not fall below the position's base rate.

The District of Taylor thanks all applicants for their interest in this position; however, only applicants selected for position interviews will be contacted.



DISTRICT OF TAYLOR

Community Services Assistant

Job Description

Title: Community Services Assistant

Date: July 27, 2022

Department: Community Services

Job Category: Clerical

Reports To: Parks and Facilities Manager

Position Number:

Interacts With: Community Services Leadership
(Golf Course, Parks and Facilities, Recreation
Services, Peace Island Park), General Public

Grade Assignment: 5

General Summary:

The Community Services Assistant is responsible for carrying out a variety of organizational and administrative duties related to the planning, development, promotion and delivery of recreation programs and services. Working directly with the Community Services Director and supporting the Manager of Parks and Facilities, this role will also initiate community development processes, , co-ordinate programs and facilities, assist with community events and programming, and prepare related promotional information.

Primary Duties and Responsibilities:

General

- Provides excellent services to the community, ensuring professional, friendly, and efficient interactions with community members
- Presents and maintain a professional, positive and tactful attitude when dealing with internal and external stakeholders. Supports and champions the activities of a respectful workplace
- Understands, complies and reinforces the District of Taylor policies, programs and guidelines applicable to the department
- Actively engaged in appropriate, accurate, timely, and transparent communication flow with stakeholders (both internally and externally) to ensure accurate information is shared on an ongoing basis

Health and Safety

- Awareness of and dedication to working safely according to applicable standards, policies and procedures

Community Services Support

- Provides general administrative support for the Community Services Department, Golf Course, and Parks and Facilities
- Point of contact for bookings and schedules for all District of Taylor facilities
- Manages agreements for District of Taylor facilities including (but not limited to); ice rentals, ball diamond rentals, complex and facility rentals and table, chairs and marquee tent rentals

- Prioritizes a high level of customer service for facility users ensuring issues are dealt with professionally, diplomatically and tactfully
- Maintains, communicates and updates availability schedules regularly
- Ensures facility rental agreements, liability insurance, food safe, serving it right, assets, keys, and codes are in place prior to scheduled facility use
- Collects applicable data and maintains the associated filing system
- Creates and submits ice bills for payment
- Responsible to secure, record and maintain facility log books
- Updates website and social media channels for various District of Taylor departments
- Prepares accounts payable/receivable vouchers to be submitted to Finance for processing
- Acts as the Peace Island Park Caretaker point of contact, ensuring correct departments are notified and engaged for identified requests and issues
- Prepares materials for public engagement and reports feedback results
- Supports Managers with RFQ and RFP processes as required
- Researches and assists in preparing grant funding applications for projects related to Community Services functions. This includes communicating with various community organizations as required
- Assists in the establishment of new programs and/or service initiatives
- Builds relationships and liaises directly with volunteer community organizations to allow the District of Taylor to support their initiatives to improve community programs, services and assets
- Prepares and ensures the accuracy of contracts and agreements necessary for the delivery of services, such as use and occupancy agreements, operation agreements and service provision agreements
- Prepares public awareness materials as requested

Requirements and Qualifications:

Education and Experience:

- Degree/diploma in Recreation Administration, Tourism Management or a related field
- 2 years' experience in administrative and/or community services work
- Equivalent combinations of training and experience may be considered.

Knowledge, Skills, and Abilities:

- Familiarity with RFQ/RFP processes
- Comfortable in proactively managing customer, operational, and personnel issues
- Exemplary written and verbal communication skills, with excellent telephone etiquette for responding to public inquiries
- Strong independent work ethic, able to establish priorities and set and meet objectives
- Comfortable working with and understands how to deal with confidential material
- Excellent computer skills including advanced familiarity with MS Office programs
- Knowledgeable in point-of-sale systems
- Strong interpersonal skills with the ability to establish and maintain effective working relationships to deal tactfully and diplomatically with the different departments, general public, contractors and other stakeholders
- Excellent computer skills including advanced familiarity with MS Office programs
- Strong organisational skills with the ability to multi-task and prioritise varying workloads
- Strong attention to detail and commitment to keeping accurate, timely records
- Basic accounting experience
- Ability to adapt to varying workloads, including multiple projects simultaneously
- Knowledge of BC liquor laws and licensing

- Knowledge of British Columbia trade and procurement legislation
- Knowledge of WorkSafeBC site requirements

Other Requirements:

- Completion of a Criminal Record Check
- Valid Class 5 Driver's License
- Legally entitled to work in Canada



Working Conditions (environmental conditions, physical demands, travel, etc.):

- Generally 8:30am-4:30pm Monday – Friday, although, reflective of special events and recreation programs and/or services, the requirement for some evening, weekend and holiday work exists.
- Ergonomic considerations (general office computer work indoors)

Disclaimer:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Related duties, responsibilities and activities may be assigned at any time with or without notice.

Approval:

<u>Ryan Galay / C.A.O.</u> Name/Title	 Signature	<u>Jan 16, 2025</u> Date
<u>MIKE FARQUHARSON / MANAGER OF PARKS AND FACILITIES</u> Name/Title	 Signature	<u>JAN 16, 2025</u> Date

