



# BUILD A CITY. BUILD A FUTURE.



## Community Service Assistant 2 – Garden Host -Park Partnership

*As one of the fastest growing cities in Canada, the City of Surrey is a globally recognized leader 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

Surrey's Park Partnerships team aims to create opportunities for meaningful community connection in park spaces through hosting engaging and educational park programs, special events, and volunteer opportunities. We believe that access to nature and outdoor spaces helps develop an active, engaged, and healthy community along with fostering an appreciation of Surrey's Parks.

The Park Partnerships team is hiring Garden Hosts for two feature gardens, The Glades Woodland Garden and Darts Hill Garden Park. Garden Hosts also have opportunity to support events and programming outside of the gardens as needed.

Garden Host staff will:

- Build connections between the community and Surrey's park spaces.
- Interact with the public in a professional manner providing excellent customer service.
- Connect the public with City of Surrey offerings including services, programs, and volunteer opportunities.
- Work outdoors in all weather conditions (considerations are made for extreme weather events).
- Have an interest in horticulture, interpretation, and environmental stewardship.
- Assist in program and event set up, including lifting, moving, and setting up pop-up tents, tables, and other equipment.
- Be available at minimum twice a month on Fridays, Saturdays or Sundays between March 14 and September 28.

### EMPLOYMENT STATUS

Union - CUPE Local 402 - Auxiliary

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## RESPONSIBILITIES

- Host the Welcome Area during garden openings at Darts Hill Garden Park and/or The Glades Woodland Garden.
- Open and close the gardens during public openings.
- Enhance the visitor experience by interacting with guests in the garden.
- Lead programs including guided tours and storytime.
- Establish and maintain effective working relationships with the public, staff, and volunteers.
- Provide information to the public regarding openings, programs, and memberships.
- Assist in collecting visitor statistics and entrance donations.
- Perform other job-related duties as required.

## QUALIFICATIONS

- Successful completion of Grade 12 supplemented by one year of relevant experience in community service work or an equivalent.
- Valid Class 5 Driver's License with a safe driving history.
- Current Occupational First Aid Level One Certificate, acceptable equivalent, or willing to obtain before start date.
- Some relevant experience working with children and youth.
- Demonstrated leadership and/or supervisory skills.
- The ability to work independently and in a team setting.
- An interest/knowledge of horticulture is an asset.
- Experience in environmental outreach/interpretation is an asset.

## OTHER INFORMATION

Pay Grade: Schedule D

Hourly Rate: \$23.85 (2024 Rate)

Applicants under consideration will be required to provide proof of qualifications and consent to a Police Information Check/Vulnerable Sector Check.

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