

BUILD A CITY. BUILD A FUTURE.



COMMUNITY SERVICES ASSISTANT 5 – PARKS PARTNERSHIP

SCOPE

Surrey's Park Partnership team aims to increase meaningful community connections to park spaces through engaging and educational park programs, special events, and volunteer opportunities. We believe that access to nature and outdoor spaces helps develop an engaged community.

The successful candidate must enjoy planning, developing and implementing park programs, events and engagement strategies, working outdoors in all weather conditions, interacting with the public, being part of a team and be an ambassador to park stewardship. The successful candidate will work under the general direction of the Park Partnership Parks Operations Coordinator.

EMPLOYMENT STATUS

Union - CUPE Local 402 - Regular Full-Time

RESPONSIBILITIES

Work as part of a team to oversee Park Partnership programs which include park specific opportunities targeting schools, youth, families and seniors

New programs, partnership opportunities, events, and special initiatives that align with Parks division

- Park events ranging from small community gatherings to city wide events.
- Summer Park programs.
- Assist in recruiting, training, and the supervision of junior staff and volunteers.
- Develop and host engagement opportunities at City hosted special events.
- Liaise with internal and external groups in organizing city wide programming and events.
- Assist in developing marketing materials for Park Partnership programs, events and campaigns.
- Prepare written materials, as well as complete office work and administrative duties in a professional manner.
- Supervise park-based volunteer programs and activities
- Perform other job duties as assigned.
- The position will require flexible work to be available to work evenings and weekends, as required.

QUALIFICATIONS

- A degree/diploma in recreation or a related field from a recognized post-secondary institution
- 2 years progressively responsible experience in community service work or area of specialty, including supervision or an equivalent acceptable combination of training and experience.
- A valid class 5 BC Driver's License with a safe driving history
- Occupational First Aid Level One Certificate or acceptable equivalent
- High Five Certification considered an asset.
- Have strong interpersonal, planning and organizational skills; strong leadership ability; effective oral and written communication skills.
- The ability to work independently and in a team setting; can establish and maintain respectful and effective working relationships with volunteers, staff and the public.
- Working general knowledge of demographics and methodologies of responding to diverse community needs. Broad understanding and working knowledge of park-based programs, their purpose and objectives.
- Previous experience working within a Municipal environment is an asset.
- Experience with Better Impact volunteer software program considered an asset

Applicants under consideration will be required to consent to a Police Information Check/Vulnerable Sector Check.

APPLY

If you are interested in this opportunity, please apply at <https://www.surrey.ca/about-surrey/jobs-careers> to Job ID 6336.

Starting hourly wage for this position will be \$32.04/hour.

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