

# BUILD A CITY. BUILD A FUTURE.



## Community Services Assistant 5 - Emergency Support Services

*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 City of Surrey is seeking a Community Services Assistant 5 to support the Emergency Support Services team within the Parks, Recreation & Culture Department. The City of Surrey is committed to preparing for and responding to emergencies impacting our communities. As part of that commitment, the City is currently looking for a Community Services Assistant 5 to join our dynamic team. As part of the team, you will be responsible for carrying out a variety of organizational and administrative duties related to the planning, development, promotion, and delivery of programs in the Emergency Support Services portfolio.

### Employment Status

Union - CUPE Local 402 – Auxiliary

### Responsibilities

- Plan, schedule, evaluate, and provide feedback on a wide range of programs and services, including but not limited to presentations and training relating to Emergency Support Services portfolio.
- Research and develop new program ideas.
- Assist in planning and implementing staff and volunteer training and engagement.
- Collaborate with community members to implement volunteer led programs for Emergency Support Services portfolio.
- Recruit, supervise, train, and support teams of volunteers in a variety of functions.
- Develop and maintain strong collaborative relationships with local community members, organizations, and City staff.
- Assist in researching, developing, and writing grant applications.
- Maintain supplier agreements and recruit and educate local suppliers.
- Update and maintain the Emergency Support Services binders and Response Plan.
- Plan, organize, and implement events.
- Support the marketing and promotion of the Emergency Support Services program and services.
- Provide excellent customer service and handle questions, concerns, and complaints.
- Ensure that the City's policies and procedures are met during the performance of ongoing duties.
- Perform other job-related duties as required.

### Qualifications

- Graduated from a recognized university or college level program plus two (2) years progressively responsible experience in Emergency Support Services, including supervision, or an equivalent acceptable combination of training and experience.
- A current Emergency First Aid and CPR-C certificate.

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- A valid BC Driver's License with safe driving history.
- The ability to exercise good judgment and work independently.
- Strong public relation and interpersonal skills.
- Knowledge of computer applications and good keyboard skills.

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

## Other Information

- Pay Grade: Schedule D
- Hourly Rate: \$32.04

## Closing Date

This job will be posted until April 22, 2025.

## Apply

If you are interested in this opportunity, please apply at <https://www.surrey.ca/about-surrey/jobs-careers> to Job ID 6462.

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