



BUILD A CITY. BUILD A FUTURE.



Community Services Assistant 2 – Senior Leader

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 Community Arts Team at Clayton Community Centre is looking to add support staff to our team as a Community Services Assistant 2 – Senior Leader who can engage in program support, community outreach, and rental facilitation. Strong group management, public speaking, interpersonal, and communication skills are necessary for this position. You will be part of a creative and interdisciplinary team responsible for implementing performing arts, visual arts, woodworking, and artist in residence programs. This is an excellent opportunity for an emerging culture professional.

Employment Status

Union - CUPE Local 402 - Auxiliary

Responsibilities

- Assist in the preparation and support of registered programs.
- Program setup and takedown such as the sorting, organizing, preparation and cleanup of program equipment and supplies.
- Preparation of craft or activity templates and samples.
- Providing leadership in a variety of situations, such as special events and rentals.
- Attend outreach programming and represent Community Arts by engaging with the community.

Qualifications

As the successful candidate you must be able to demonstrate your outgoing customer relation skills. You will also have:

- Completion of Grade 12 supplemented by 1 year of experience in community service work or an equivalent acceptable combination of training and experience.
- Emergency First Aid and CPR Certificate.
- Valid BC driver's license with a safe driving history and access to a vehicle.
- Experience working with children.
- Strong organizational, interpersonal, and communication skills.
- Cultural programming experience as well as public speaking is a strong asset.

Other Information

Pay Grade: Schedule D

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Hourly Rate: \$23.85 (2024 Rate)

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

Successful applicants must provide proof of qualifications.

Apply

If you are interested in this opportunity, please apply at <https://www.surrey.ca/about-surrey/jobs-careers> to Job ID 6641.

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