



# BUILD A CITY. BUILD A FUTURE.



## Community Services Assistant 5 – Age Friendly for Seniors

*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's Age Friendly Strategy and Action Plan demonstrates a commitment to support residents to enjoy lifelong activity and engagement. The strategy advocates collaboration with partners and government to share and leverage resources to enhance the lives of citizens. As part of the City's commitment to age friendly cities, we are looking for a dynamic and passionate Community Services Assistant 5 – Age Friendly for Seniors to support the actions and outcomes of the Age Friendly Strategy and Action Plan. We are looking for an enthusiastic individual with passion and experience in working with older adults. The ideal candidate is also a committed team member, a leader who has strong collaborative skills and a good understanding of the seniors' demographic and age friendly cities including, social, economic and wellness considerations.

Reporting to the Age Friendly for Seniors Project Manager, the Community Services Assistant 5 – Age Friendly for Seniors will be expected to engage with seniors, build relationships with community-based service providers, governmental organizations, commercial service providers, and facilitate programs and events that support seniors to be safe, active and engaged in their community.

### Employment Status

Union - CUPE Local 402 – Auxiliary

### Responsibilities

- Plan, organize and implement multiple projects, initiatives and events for older adults.
- Be knowledgeable and informed about issues affecting seniors including strategies to reduce the risks of elder abuse and neglect and social isolation.
- Support marketing and promotion of the Age Friendly events throughout Surrey.
- Assist with preparing and writing Grant applications, summary reports.
- Develop and maintain strong collaborative relationships with Community based Senior Services, local and provincial governments, and City staff from all departments.
- Recruit, train and supervise staff including the Age Friendly Volunteer Ambassadors.
- Provide solution-oriented customer service to older adults, partners and the Age Friendly project team.
- Assist with other administrative tasks when necessary.

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## Qualifications

Successful candidates will have:

- Graduated from a recognized university or college level program plus 2 years progressively responsible experience in recreation, including supervision.
- An equivalent combination of relevant training and experience will be considered.
- A current Emergency First Aid and CPR C certificate.
- A valid BC Driver's License with a safe driving history.
- The ability to exercise good judgement and work independently.
- Strong public and interpersonal skills.
- Working knowledge in Gerontology, Therapeutic Recreation, Health Wellness or Medical systems is an asset.
- Experience in project planning and event management is also considered an asset.

## Other Information

Number of Job Openings: 1

Hourly Rate: \$32.04

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 6721.

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