



BUILD A CITY. BUILD A FUTURE.



Community Services Assistant 3 – Program Assistant – Museum of Surrey

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

Museum of Surrey is a cultural facility with a mission to ignite young imaginations and connect Surrey's diverse population and communities through participation, engagement, and stories. This is an auxiliary position with various shifts on weekdays, weekends, and occasional evenings.

We are looking for a passionate and people-focused Community Services Assistant 3 - Program Assistant to assist with a variety of registered programs and special events. You would be someone who loves the unpredictability and rewards of working with the public, especially children. Strong interpersonal and communication skills are required when working with people of different ages and backgrounds. A familiarity with the principles and practices of museum interpretation, program delivery and community development in community development, would be an asset.

Employment Status

Union - CUPE Local 402 - Auxiliary

Responsibilities

- Assists in the organization, preparation, and delivery of programs and events.
- Assists in research of topics, activities and community partners for programs and special events.
- Program setup and takedown such as the sorting, organizing, preparation and cleanup of program equipment and supplies.
- Prepares craft or activity templates and samples.
- Assists to train and supervise volunteers.
- Attends outreach, such as City of Surrey special events or program delivery at seniors' care homes.

Qualifications

Successful candidates will have:

- Completion of Grade 12 and some post-secondary education from a recognized institution, supplemented by 2 years related experience including supervision in cultural work or an equivalent acceptable combination of training and experience.
- Valid Emergency First Aid and CPR Certificate.
- Valid BC driver's license with a safe driving history.
- Access to a vehicle is an asset.

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

INTEGRITY • SERVICE • TEAMWORK • INNOVATION • COMMUNITY

Help us build a world-class city. We are hiring talented innovators seeking meaningful work to drive our city - and their careers - forward.
Apply online at www.surrey.ca/careers





BUILD A CITY. BUILD A FUTURE.



Other Information

Number of Job Openings: 1

Hourly Rate: \$26.29 (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 6738.

INTEGRITY • SERVICE • TEAMWORK • INNOVATION • COMMUNITY

Help us build a world-class city. We are hiring talented innovators seeking meaningful work to drive our city - and their careers - forward.
Apply online at www.surrey.ca/careers

