



SPECIAL EVENTS ASSISTANT
Casual
Internal/External Posting No. 2025-77

Department:	Community Services
Internal Posting Date:	October 3, 2025
Internal Closing Date:	October 16, 2025
External Posting Date:	October 17, 2025
External Closing Date:	November 2, 2025
Hourly Rate:	\$21.37 after probation
Hours of Work:	Casual, On-Call
Competition No.:	2025-77

The City of Dawson Creek invites applications for casual Community Services Assistants. Under the general supervision of the Community Culture and Recreation Manager or designate, Community Services Assistants aid with the planning and delivery of recreation programs and special events. Shifts are scheduled from Saturday to Friday. Availability on evenings, weekends, non-instructional days, school breaks, and statutory holidays is required.

Requirements:

- Minimum 15 years of age by hiring date.
- Compliance with and approval of a Criminal Record Search (including Vulnerable Sector).
- Standard First Aid would be an asset.

The ideal candidate possesses the capacity to perform all duties in a safe manner while fostering positive relationships with both the public and fellow staff. Please include copies of any relevant certification with your application.

Candidates should submit a résumé by emailing a pdf to resumes@dawsoncreek.ca, **with the job posting name and number in the subject line, no later than 11:59 pm on the closing date referenced above.** The City thanks all applicants for their interest; however, only those selected for an interview will be contacted.

The City of Dawson Creek is committed to accommodating persons with disabilities whenever reasonably possible during the selection and employment process. You must be legally entitled to work for any employer in Canada to be eligible for this position. By applying for this position, you are giving permission for the City to contact your previous employers and references.