
Venue Attendant (Security)

DEPARTMENT:	Community Services	STATUS:	Temporary Part Time
NO. OF POSITIONS:	One	UNION:	CUPE, Local 387
HOURS OF WORK:	22.5 hours/week	SALARY:	\$25.22 - \$29.49 per hour (2024 rates) plus comprehensive benefits

As a central hub in the Metro Vancouver area, the City of New Westminster delivers a broad spectrum of urban services to over 85,000 residents. New Westminster is rich in history with a viable and thriving economy and has a population representative of the diversity of the region. The City is staffed by talented and dedicated employees who work together to achieve its strategic vision. We have earned a proud reputation for civic leadership, service delivery, and outstanding employee relations.

Anvil Centre, the showpiece civic facility located in the heart of the downtown New Westminster, encompasses 84,000-square feet of interior space and includes: conference and meeting facilities, a theatre, art gallery and art studios, New Media Gallery, the City's Museum and Archives, the Canadian Lacrosse Hall of Fame, and Tourism New Westminster's visitor information centre.

We are seeking a dynamic and customer service focused temporary part-time Security Guard. Hours of work will typically be worked over three (3) days (22.5 hours) a week, and the position is expected to be for one year initially. Additional hours may be available based on events and programs scheduled at Anvil Centre. You will be responsible for creating an enjoyable experience for our guests attending the many events at Anvil Centre, providing information regarding events and answering general enquiries; patrolling the facility and monitoring for safety concerns, responding to incidents, ensuring interior and exterior doors are locked/unlocked, maintaining paperwork including security logs, incident reports and other documentation. Other related duties will be assigned as operationally required.

Requirements include:

- You have completed Grade 12 plus have basic security training and some experience working in a Civic or event facility, or an equivalent combination of training and experience.
- You have a positive, energetic approach to work and enjoy working with people.
- You have the ability to pass and maintain a clear Police Information Check.
- You hold a valid BC Basic Security Training Certification (BST) Level 1 license.
- You have a Standard First Aid certification - Occupational First Aid Level 1 (OFA level 1) Certificate.
- You have sound knowledge of the rules and regulations pertaining to building access, parking, alcohol service, building evacuations and reporting incidents while working collaboratively with other departments
- Some knowledge of Anvil Center's policies, procedures and safety guidelines.
- Working knowledge of the organization of the City and the nature of services performed.
- You have the ability to work long hours alone and the physical ability to walk (multiple staircases) and stand for long periods of time with the ability to work under minimal supervision
- Strong 2 way radio communication skills and are knowledgeable regarding radio etiquette.
- Working knowledge and understanding of fire/emergency panels and building systems.
- Ability and skills to work with guests, clients and dignitaries while providing a welcoming environment and exceptional Customer Service. Proactively addressing and resolving incidents/issues as they take place
- Ability to assess situations quickly and professionally with the knowledge and skills to de-escalate a situation.
- Ability to work in a safe manner and possess working knowledge of applicable health and safety regulations.
- Ability to manage situations based on impact to service and public & staff safety while being empathetic and trauma informed. Proficiency in conflict resolution
- Ability to work non-standard hours as operationally required, including evenings, weekends, and statutory holidays
- Ability to work additional hours as operationally required for events and programs at Anvil Centre
- Fluency in the English language and effective communication skills, both orally and in writing and experienced in basic report writing.
- Strong ability to follow written instructions and processes.
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Apply online with your resume and cover letter in one document at www.newwestcity.ca/employment by January 21, 2026. Please indicate in your cover letter the hours of work you are interested in.

To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.

New Westminster is on the unceded and unsurrendered land of the Halq'emeylem-speaking peoples. It is acknowledged by the City that colonialism has made invisible their histories and connections to the land. We are learning and building relationships with the people whose lands we are on.

We thank all applicants for their interest and advise that only those selected for an interview will be contacted. This position is only open to those legally entitled to work in Canada.