

BUILD A CITY. BUILD A FUTURE.



Community Services Assistant 5 - Volunteer Resources

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 Surrey Parks, Recreation & Culture department recognizes that volunteer engagement is a vital and valuable element to our service delivery and is committed to the active pursuit and continued development of meaningful volunteer opportunities. Our vision is to build a healthy, cohesive community through the widespread involvement of diverse volunteers.

This role will contribute to the achievement of excellence in volunteer management by supporting professional standards of practice in the administration of volunteer resources.

Employment Status

Union - CUPE Local 402 – Regular Part Time

Responsibilities

- Plan, organize and engage City volunteers with various opportunities that fit their skills and interests.
- Supervise a team of auxiliary staff and volunteers.
- Assist in hiring staff and recruiting volunteers
- Develop and lead orientation and training opportunities for volunteers and staff.
- Coordinate the promotion of volunteer services and the opportunities available in Parks Recreation and Culture department.
- Develop and maintain strong collaborative relationships with staff and volunteers.
- Evaluate core volunteer management functions (i.e. intake, training, supervision, recognition & evaluation) and recommend changes when necessary
- Works with various committees to support with volunteer engagement opportunities
- Research and develop new program ideas to support City of Surrey volunteers
- Manages the ordering and monitoring of supplies
- Monitors revenues and expenses within a defined area
- Provides information to the public regarding volunteering with the City of Surrey in a courteous and professional manner
- Assists with writing grant applications.
- Manages volunteer on-boarding, training, scheduling and communication through a volunteer management software
- Maintain records, statistics and reports on programs

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Qualifications

Qualified candidates will have:

- Graduation from a recognized university or college level program.
- Have 2 years progressively responsible experience in recreation including supervision, or an equivalent acceptable combination of training and experience.
- Be flexible and be able to thrive in a dynamic, fast-past environment.
- Be enthusiastic with a passion for and experience working with volunteers.
- Be a positive role model with a good understanding of volunteer services.
- Demonstrate experience working with volunteers.
- Have strong leadership skills.
- Have strong public relation and interpersonal skills.
- Have a current Emergency First Aid and CPR certificate (or acceptable equivalent).
- Valid BC Driver's License with a safe driving history

Conditions of Employment

- This position requires completion of a Police Information Check
- Successful applicants must provide proof of qualifications

OTHER INFORMATION

HOURLY RATE: \$32.04

YEAR 1	YEAR 2	YEAR 3
\$32.04	\$32.86	\$33.83

APPLY

If you are interested in this opportunity, please apply at <https://www.surrey.ca/about-surrey/jobs-careers> to Job ID 7159.

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