

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.*

EMPLOYMENT STATUS

Union – CUPE Local 402 – Auxiliary

SCOPE

Museum of Surrey is a cultural facility with a mission to ignite imaginations and connect Surrey's diverse population and communities through participation, engagement, and stories. We are looking for a passionate, people-focused Community Services Assistant 3 - Program Assistant to support a variety of registered programs and special events. The ideal candidate enjoys the rewards and variety of working with the public, especially children, and possesses strong interpersonal and communication skills. Familiarity with the principles and practices of museum interpretation, program delivery, and community development is an asset.

This auxiliary position offers up to 35 hours per week, with shifts on weekdays, weekends, and occasional evenings, depending on the season.

RESPONSIBILITIES

- Assists with the organization, preparation, and delivery of programs and events.
- Supports research of program topics, activities, and community partners for programs and special events.
- Helps with program setup and takedown, including sorting, organizing, preparing, and cleaning equipment and supplies.
- Prepares craft and activity materials, templates, and samples.
- Assists with training and supervising volunteers.
- Participates in outreach activities, including City of Surrey special events and programs at seniors' care homes.

QUALIFICATIONS

Successful candidates will have:

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

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OTHER INFORMATION

Pay Grade: Schedule D

Hourly Rate: \$28.16

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/careers>, Job ID 7310.

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