

BUILD A CITY. BUILD A FUTURE.



Community Services Assistant 2 – Public Programs Senior Leader

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 Museum of Surrey is a dynamic museum that is focussed on providing programs, exhibits and events for the community. We welcome everyone and constantly work to improve accessibility and programming so that all can enjoy their museum.

We are looking for someone with the heart of an educator, and who loves engaging with diverse cultural groups and communities. You thrive on delivering programs that captivate your audience and leave lasting impressions. This auxiliary position leads high quality programming including birthday parties, special events, outreach events and more. We're looking for a can-do team player who thrives in a fast-paced, community setting. This is an auxiliary position of approximately 8-12 hours per week, including weekends and some evenings.

EMPLOYMENT STATUS

Union - CUPE Local 402 – Auxiliary.

RESPONSIBILITIES

In this role, typical duties include:

- Assisting in the implementation, delivery, promotion and evaluation of birthday parties, outreach programs, special events, registered programs, and demonstrations.
- Program setup and takedown such as sorting, organizing, preparation and cleanup.
- Preparation of craft or activity templates and samples and instruction of basic craft activities.
- Assisting to train and supervise volunteers in program delivery.
- Attending various sites.
- Performing other job related duties as required.

QUALIFICATIONS

- Grade 12 supplemented by 1 year of relevant experience in community service work or an equivalent acceptable combination of training and experience.
- Emergency First Aid and CPR Certificate.
- High Five Certification or an acceptable equivalent.
- Valid BC Driver's License with a safe driving history.
- Strong organizational, interpersonal, and communication skills.
- Experience working with children and seniors.

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.

- Heritage and/or cultural programming experience is an asset.
- Working knowledge of a second language is an asset.

OTHER INFORMATION

- Number of Job Openings: 1
- Pay Grade: Schedule D
- Hourly Rate: \$ 23.85 (2024 Rates)

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 6526.

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

