

DEPARTMENT:	Community Services	STATUS:	Auxiliary
NO. OF POSITIONS:	2	UNION:	CUPE, Local 387
HOURS OF WORK:	*Varies	SALARY:	\$25.22 - \$29.49 per hour plus 12% in lieu of benefits

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 dynamic and customer service focused Auxiliary Security Guards. 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 checking for individuals who are in unauthorized areas: ensuring interior and exterior doors are locked or unlocked, maintaining paperwork, including security logs, incident reports and other documentation.

Requirements include:

- You have completed Grade 12 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 Basic Security Training Certification (BST) Level 1 license.
- You have some experience working in a Civic or event facility, or an equivalent combination of training and experience.
- 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, facility exits, and parking.
- You have the ability to work long hours alone and to walk for long periods (multiple staircases) of time on routine building roves.
- Physical ability for the work. Standing for long periods, bending, walking, climbing stairs, etc.
- You have 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 clients, dignitaries and building guests.
- Ability to assess situations quickly and professionally and how to de-escalate the situation.
- Ability to work in a safe manner and possess working knowledge of applicable health and safety regulations.
- Manage situations based on impact to service and public & staff safety while being empathetic and trauma informed.
- Fluency in the English language and effective communication skills, both orally and in writing.
- Strong ability to follow written instructions and processes.

**Candidates must have the ability to work non-standard hours of work as operationally required, which include days, evenings, weekends and statutory holidays. Hours of work are scheduled as operationally required and may include a variety of shifts up to 8 hours in length.*

Apply online with your resume and cover letter in one document at www.newwestcity.ca/employment by June 25, 2025

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 unsundered land of the Halq'eméylem-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.*