

**Job Posting Title**

Indigenous Program Assistant II

Organization

Located on the traditional, ancestral and unceded lands of the xʷməθkʷəy̓əm (Musqueam), Sk̓wx̓wú7mesh (Squamish), and səliłwətaʔ (Tseil-Waututh) Peoples, Vancouver has a commitment to becoming a City of Reconciliation.

Vancouver consistently ranks as one of the world's most liveable cities and is working towards being the greenest city in the world. Named among Canada's Top 100 Employers, BC's Top Employers, and Canada's Greenest Employers, the City of Vancouver seeks colleagues who can help shape and embody our core commitments to sustainability, decolonization, equity and outstanding quality of life for all residents.

Consider joining our committed team of staff and being part of an innovative, inclusive and rewarding workplace.

Department

The Britannia Community Services Centre Society

Application Close

Until enough suitable candidates are found

Employment Type

Auxiliary

Affiliation

CUPE Local 15 Bargaining Unit

Salary

Paygrade 12 - \$23.86 to \$27.98

Main Purpose & Function

This position is to assist the Manager of Organizational Change with goals of ReconciliAction, Indigenous Equity and Inclusion and support Indigenous Programming in Culture & Arts and Recreation. The work involves being responsible for overseeing Special Events, Indigenous Programming in Culture & Arts and Recreation. An incumbent works alone or as a team member and monitors the safety and behavior of participants in facility programs or activities, plans, leads and oversees workshops and activities, assists in planning and carrying out special events, leads groups in providing basic skills instruction, and performs a variety of routine clerical and reception duties. The work of this class is differentiated from that of the Program Assistant I by additional responsibility for assisting in the planning and carrying out of special events and programs and the broader scope of clerical duties performed. Some independence of judgement is exercised in day to day activities but any unusual problems or issues are referred to the supervisor. The work is checked by a supervisor and performance is evaluated in terms of attainment of desired results and services rendered.

Specific Duties & Responsibilities

- Sets up rooms including tables, chairs, audio-visual equipment.
- Assists in planning, carrying out and supporting special events or programs such as Indigenous Cultural Workshops, Recreational activities and events in the Arts.
- Ensures participants adhere to rules and regulations.
- Collects fees and issues receipts for memberships, programs or admissions; balances cash, takes and reports attendance.
- Answers inquiries over the phone or in person and provides routine information regarding programs, facilities, and takes reservation for racquetball or other courts or rooms.
- Responsible for building security and lock-up; implements emergency procedures, as required.
- Performs related work as required



Qualifications

Education and Certification:

- Completion of a post-secondary diploma or degree in General Arts or related discipline plus some related experience OR an equivalent combination of training and experience;
- Lived experience in Cultural Teachings, Community Engagement and Event planning.
- Driver's License for the Province of British Columbia;
- First Aid – Level I preferred.

Knowledge, Skills and Abilities

- Knowledge of Truth & Reconciliation, UNDRIP and Decolonization.
- Working knowledge of the behavior, needs and interests typical of participants of all ages including adults.
- Working knowledge of the practices, procedures and equipment used in playground recreational programs and activities.
- Working knowledge of the safety practices, policies, regulations and rules applicable to the work performed.
- Some knowledge of the fundamentals of program leadership.
- Some knowledge of modern office practices and procedures.
- Ability to effectively monitor activities and the behaviour of participants.
- Ability to assist in the planning and carrying out of special events or programs.
- Ability to lead groups and provide basic skills instructions in various activities.
- Ability to collect fees, issue receipts and balance cash.
- Ability to render basic first aid as required.
- Ability to develop and maintain effective working relationship with other facility staff and with parents.

Please submit your resume to:

Suzette Amaya, Manager of Organizational Change
Britannia Community Services Centre
1661 Napier Street
Vancouver, B.C. V5L 4X4
suzette.amaya@vancouver.ca

We thank all applicants for their interest. However, only those selected for an interview will be contacted.

For more information on the City's commitment to diversity and inclusion, please visit the following link:

<http://vancouver.ca/your-government/diversity-in-hiring.aspx>