

## Employment Opportunity

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| <b>Position Title:</b> SHOAL Administrative Assistant  | <b>Position Number:</b> 2019-29  |
| <b>Department:</b> SHOAL Centre,<br>Location: 10030 Resthaven Drive, Sidney BC<br><b>Wage:</b> \$16/hr, plus 10.2% in lieu of benefits | <b>Days/Hours of Work:</b> Monday 5-10pm,<br>Tuesday 5-10 pm, Saturday 9am-4pm,<br>16.5 hours per week, plus vacation coverage,<br>special events and rentals<br><b>Posting Period:</b> April 8 – 22, 2019 |
| <b>Start Date:</b> as soon as possible   | <b>Status:</b> Casual<br><b>Union:</b> Exempt  |

### JOB SUMMARY:

The SHOAL Administrative Assistant works in accordance with the mission, vision and values of Beacon Community Services. The SHOAL Centre in Sidney utilizes a multi-dimensional approach in the provision of community services by combining recreation, volunteer services and food services. The Centre also houses residents in Assisted Living and Independent Living units. The SHOAL Administrative Assistant will support all volunteers and staff at SHOAL Centre.

### DUTIES AND RESPONSIBILITIES:

- Provide a safe and supportive work environment for volunteers.
- With the assistance of SHOAL office staff, maintains security and care of equipment used by staff and volunteers.
- Assists in preparation of cash deposits, maintaining financial spreadsheet, and reconciling daily cash receipts and balancing bank deposits, parking permits, memberships, donations.
- Opening and closing of SHOAL Centre including setting up or cashing out, opening/locking cupboards and putting items out/away as required.
- Collects membership fees for new or renewing members; updates membership information cards and promotes new memberships.
- Works with SHOAL team to develop and keep current master schedule for facility.
- Investigates opportunities for new programs, policies and/or procedures at SHOAL including regular market research of similar facilities and/or programs.
- Sells and records Dining Room meal cards.
- Attends staff meetings and other meetings and records minutes as required.
- Responds to needs and inquiries from members, volunteers and residents in person, by telephone or email.
- Responds to emergencies such as accidents and fire alarms.
- Responsible for following safe work policies and procedures and reporting unsafe work conditions, near misses, hazards and injuries.

- Answers Reception Desk phone and direct calls when required
- Tracks supplies and alerts Director when supplies need re-stocking.
- Provides general reception duties as required.
- Room set up and take down, rentals and catering set up and assists kitchen staff as necessary.
- Provides ongoing support to the Volunteer Services and Youth Employment Programs as needed.
- Collects program revenues in relation to drop-in fees, registered programs, rentals, food services and ticket sales.
- Assist all SHOAL Centre staff as required in the delivery of programs, i.e. Evening events, open houses, etc.
- Assists with maintenance of the SHOAL Membership portion of the SHOAL database and back up files
- Light cleaning as required.
- Other duties as required.

#### **QUALIFICATIONS/REQUIREMENTS:**

- At least five years experience in a related field, or equivalent combination of education and experience
- WHMIS Certificate (to be renewed semi-annually)
- Clear Police Criminal Record Check
- Clear Solicitor General Criminal Record Check
- Able to effectively use a computer and electronic devices
- Access to a computer and access to the internet

#### **KNOWLEDGE/SKILLS:**

- Proficiency in Microsoft Office Applications and Database Management
- Skilled in the use of computers, the internet and electronic devices

#### **WE LIVE SAFETY!**

The safety of our clients, staff and volunteers is a priority of Beacon Community Services. We promote healthy and safe working conditions in all of our operations. We are committed to continuously improving safety and *it is essential to this position*. We further support safety through the active participation and co-operation of management, supervisors, workers and joint occupational health and safety committees.

#### **APPLICATIONS**

All interested applicants can [Apply Now!](#) quoting the position vacancy number 2019-29. Please note only those applicants who are selected to continue in the recruitment process will be contacted.