

## Employment Opportunity

<b>Position Title:</b> Special Event Assistant	<b>Position Number:</b> 2019-84
<b>Department:</b> SHOAL Centre <b>Location:</b> 10030 Resthaven Dr, Sidney, BC	<b>Days/Hours of Work:</b> as needed (2-10 hours a week) for special events and rentals at SHOAL Centre <b>Status:</b> Casual, On-Call
<b>Remuneration:</b> \$16 per hour to start plus 8.6% in lieu of benefits <b>Start Date:</b> As soon as possible	<b>Posting Period:</b> August 15 – Sept 15, 2019 <b>Union:</b> Exempt

### JOB SUMMARY:

Beacon Community Services is an award-winning and Accredited not-for-profit that helps people and improves lives through a range of programs and services. We offer a competitive salary and a rewarding, stimulating work environment.

The SHOAL Event Assistant works in accordance with the mission, vision and values of Beacon Community Services. The SHOAL Community 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 Special Event Assistant will support functions, rentals, special meals and special events at SHOAL Centre.

### DUTIES AND RESPONSIBILITIES:

- Provide a safe and supportive work environment for volunteers, members, residents, and community members.
- Room set up and take down, rentals and catering set up and assists SHOAL staff as necessary.
- Room décor and staging to ensure each function is welcoming and set up as requested.
- Work with Activities and Rentals Coordinator to plan and implement large events.
- Ensure audio-visual equipment is set up and working throughout events.
- Attends staff meetings and other meetings 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.
- Tracks supplies and alerts Director when supplies need re-stocking.
- Provides general reception coverage as required.
- 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.
- Light cleaning as required.
- Other duties as required.

#### **QUALIFICATIONS:**

- WHMIS Certificate (to be renewed semi-annually)
- Clear Solicitor General Criminal Record Check
- Serving it Right
- Foodsafe preferred
- First Aid preferred
- Able to effectively use a computer and electronic devices
- Access to a computer and access to the internet

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- 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 number 2019-84. Please note only those applicants who are selected to continue in the recruitment process will be contacted.