

Employment Opportunity

Position Title: SHOAL Assistant Coordinator, Activities and Rentals	Position Number: 2019-91
Department: SHOAL Centre Location: 10030 Resthaven Dr, Sidney, BC	Days/Hours of Work: Tuesday to Saturday, 37.5 hrs per week Tues., Wed., Sat. 9am-5pm Thurs. 1:30pm-9:30pm; Fri. 12pm-8pm **hours may vary due to programming needs
Remuneration: \$20 per hr. plus a comprehensive benefits package Start Date: As soon as possible	Posting Period: Sept. 4 – Sept. 15, 2019 Union: Exempt Status: Regular Full-time

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 Community Centre staff 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 Assistant Coordinator of Activities, Rentals and Catering will work with the Coordinator to plan and implement programs, activities, rentals, special events at the Community Centre.

DUTIES AND RESPONSIBILITIES:

- Provide a safe and supportive work environment for volunteer and staff.
- 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.
- Works with the Activities and Rentals Coordinator to schedule, plan, create, register, and implement all activities, registered programs, workshops, rentals and special events at SHOAL Community Centre.
- Preparation of cash deposits, maintaining financial spreadsheet, and reconciling daily cash receipts and balancing bank deposits, parking permits, memberships, donations.
- Opening and/or closing of SHOAL Community Centre.
- Supports volunteers in their diverse roles in activities, workshops, special events, reception and other office tasks.
- Creates posters, brochures, newsletter, calendars and other documents using InDesign and Microsoft Office programs including Access Database.
- 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.
- 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.
- Event/program/activities set up and take down.
- Provides ongoing support to the Volunteer Services and Youth Employment Programs as needed.
- Processes program revenues, donations, registrations, drop-in fees, registered programs, rentals, food services and ticket sales.
- Light cleaning as required.
- Other duties as required.

QUALIFICATIONS:

- At least 3 years' experience in a related field, or equivalent combination of education and experience
- WHMIS Certificate (to be renewed semi-annually)
- Clear Solicitor General Criminal Record Check
- First Aid certification
- 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, InDesign 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 **2019-91**. Please note only those applicants who are selected to continue in the recruitment process will be contacted.