



Employment Opportunity

Position Title: SHOAL Office Coordinator	Position Number: 2022 - 43
Department: SHOAL Centre Location: 10030 Resthaven Drive, Sidney, BC	Days/Hours of Work: Monday - Friday 9:00am – 5:00pm, 37.5 hours per week (hours and days subject to change due to the needs of the centre)
Remuneration: \$22 - \$25 per hour commensurate with experience, plus benefits	Posting Period: Until July 8, 2022
Start Date: August 8, 2022	Status: Regular, Full-Time Union: Exempt

JOB SUMMARY:

The SHOAL Office Coordinator 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, community supports and food services. The Centre also houses residents in Assisted Living and Independent Living units. Reporting to the Manager of SHOAL Community Centre, the SHOAL Office Coordinator supports administrative needs of SHOAL Centre and coordinates all aspects of office organization and volunteer support.

DUTIES AND RESPONSIBILITIES:

- Provide a safe and supportive work environment for volunteers & staff
- Train, orient and support all new office staff and volunteers
- Schedule volunteer receptionist & tuck shop volunteers ensuring coverage for absences
- Coordinate daily operational responsibilities for SHOAL Centre staff
- Respond to all inquiries from the public; information & referral
- Supports Office Admin with SHOAL membership fees, registration fees and scheduling
- Coordinates the Grocery Shopping program
- Assists all SHOAL Centre staff as required in the delivery of programs and events
- Performs daily cash out duties
- Responsible for venue rentals and catering; booking and liaising with the renters
- Collaborate with kitchen staff and schedule daily catering responsibilities for kitchen and office staff
- First Aid First Responder responding to all emergencies & managing first aid supplies
- Responsible for following safe work policies and procedures and reporting unsafe work conditions, equipment malfunction, near misses, hazards and injuries
- Acts as SHOAL's Joint Occupational Health and Safety representative
- Other duties as required

QUALIFICATIONS:

- A certificate in office administration and a minimum of 2 years' experience in an administrative role
- WHMIS Certificate (to be renewed semi-annually)
- Serving it Right
- Foodsafe preferred
- First Aid preferred

KNOWLEDGE, SKILLS AND ABILITIES:

- Proficiency in Microsoft Office Applications and Database Management
- Skilled in the use of computers, the internet and electronic devices
- Excellent written and verbal communication and interpersonal skills
- A strong customer service orientation
- Proven problem-solving abilities

ADDITIONAL INFORMATION:

Beacon Community Services serves vulnerable populations including seniors, people with disabilities and children. Protecting these people and our teams on whom they rely is critical to us. Accordingly:

- All successful applicants must consent to a Solicitor General's Criminal Record Check.
 - All successful applicants must present proof of COVID-19 vaccination as a condition of hire and ongoing employment. Should you have an official vaccination exemption, kindly advise us during your job application process, so we may discuss possible accommodation options.
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APPLICATIONS

All interested applicants can [Apply Now!](#) quoting the position number **2022- 43**. Please note only those applicants who are selected to continue in the recruitment process will be contacted.