



4908 Hastings Street
Burnaby, B.C., V5B 1P6
604-294-5444
www.burnabynh.ca

Summer Student Event Assistant (North House)

Job Description:

The position of the Event Assistant requires a positive, energetic, and experienced person. The Event Assistant is responsible for researching and participating in current events in North Burnaby, as well as planning and implementing North House special events that engage all ages. This role involves: planning and implementing weekly activities, attending and representing the North House in all community events in North Burnaby, supporting volunteers, and providing a safe and welcoming atmosphere for participants to engage in activities.

General Duties and Responsibilities:

- Promotes North House program philosophy by ensuring programs have the opportunities to interconnect and achieve participant integration across program areas.
- Engage with people in a variety of activities: arts, games, crafts, food, etc.
- Performs first aid treatment when needed.
- Assists Youth Leadership Supervisor in planning and leading weekly program appropriate for youth aged 12-15 years old.
- Prepares and shops for event supplies.
- Sets-up and takes down event supplies.
- Works in cooperation with staff and volunteers, to implement and evaluate events.
- Works within budget limits.
- Works with and provides leadership to volunteers.
- Participates in regular staff meetings and training sessions.
- Develops positive relationships with participants and acts as a role model and mentor.
- Assists with front reception and information referral.
- Performs other duties as required.

Qualifications:

1. Must be at least 19 years of age.
2. Knowledge and awareness of issues surrounding diversity and multiculturalism.
3. Excellent interpersonal, organizational and communication skills.
4. 1-2 years' experience event planning.
5. Current Basic 1st Aid certification.
6. Current criminal record search.
7. Studying in the field of Child and Youth Care (CYC), Education, or Recreation Leadership (an asset).
8. Second language (an asset).
9. Level 1 Foodsafe certificate (an asset).
10. Class 4 Driver's License (an asset).
11. Own a vehicle or have access to a vehicle.
12. This is a federal grant, which requires the applicant be a full-time student (9 credits or more). The applicant must have been enrolled last term in full-time courses and returning as a full-time student in September 2018.

Hours of Work & Rate of Pay:

The Event Assistant must work 30 hours a week. The wage is \$16.90/hr. 4% holiday pay will be added. This position starts June 18 and ends Aug 17 (9 weeks inclusive) with no time off during contract dates, excluding Statutory Holidays.

Accountability:

The Event Assistant reports to and is supported by the Coordinator of Volunteers. Please reply with a resume and cover letter quoting the position you are applying for to:

Address: 4908 Hastings Street, Burnaby Email: simoneg@burnabynh.ca

We thank you for your interest in this position, however only short listed candidates will be contacted.

Closing date: May 21, 2018