



# Steveston Community Society

*Serving the Community of Steveston Since 1946*

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## EMPLOYMENT OPPORTUNITY

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### Special Events & Volunteer Assistant Coordinator (Term Position)

The Steveston Community Society is accepting applications for a Special Event & Volunteer Assistant Coordinator term position from June to August 2025. The successful candidate will be responsible for assisting in planning, developing and implementing special and seasonal events including Summer Free Parks. They will also be assisting in developing, implementing, maintaining and evaluating a comprehensive volunteer program and provide overall vision, direction, planning and coordination of volunteer management within a Recreation Services setting for the Steveston Community Centre. Events/programs they will be responsible for assisting with the volunteer program include Steveston Farmers & Artisans Market, Steveston Salmon Festival, Steveston Summer Daycamps and Steveston Summer Free Parks.

This position is supported by the Canada Summer Jobs Program and the successful candidate must also meet the following Canada Summer Jobs requirements:

- 30 years of age or under at the start of employment
- a Canadian Citizen, Permanent Resident, or recognized Refugee in Canada
- hold a valid Social Insurance Number
- and are legally entitled to work in Canada

### **DUTIES AND RESPONSIBILITIES**

#### Programming:

- Assist in creating, planning, supervising, implementing and evaluating special and seasonal community events
- Assist in developing, designing and implementing a recruitment, orientation and recognition program for volunteers
- Assist in defining job positions and compose work descriptions for volunteers
- Assist in managing volunteers for special and seasonal events

#### Supervisory:

- Assist in recruiting, screening, interviewing, training, managing, supervising and evaluating volunteers for programs and special events
- Assist in supervising volunteers at special events

#### Customer Service/Communication:

- Liaise with other related organizations, agencies, and community groups
- Assist in designing and implementing a marketing plan to promote special events using mixed mediums, incorporating web based promotions
- Deal with difficult situations that may arise with volunteers and within special event areas
- Establish and maintain regular communication with volunteers
- Track volunteer hours and maintain database

#### Safety/Risk Management:

- Develop and implement a safety/risk assessment for a volunteer program and all special events.
- Establish and control volunteer identification procedures and ensure WCB regulations are followed.



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### Administrative:

- Assign and schedule volunteers for appropriate positions within programs, and services
- Assist in managing an annual budget in conjunction with City/Association/Society for seasonal events; coordinate the purchase of supplies for events
- Coordinate and work with other operational areas to respond to event demands; responsible for the collection of documented evaluations of special and seasonal events
- Manages a comprehensive volunteer database; evaluate components of volunteer program (recruitment, training, and recognition) for effectiveness; recommend and implement approved changes; monitor and update admission criteria to the volunteer program.
- Schedule and prepare and present orientation modules to potential volunteers
- Responsible to fill out accident report forms
- Assist with event set up as needed
- Other related duties as assigned

### **REQUIRED QUALIFICATIONS:**

- Grade 12 plus one year post-secondary education and 1 year experience in volunteer management and/or event planning or an equivalent combination of education and experience
- Standard or Emergency First Aid and CPR
- Previous volunteering experience
- Knowledge of community resources
- Interpersonal and communication skills
- Basic computer skills
- Successful completion of a police information check
- Class 5 B.C. driver's license

### **DESIRABLE QUALIFICATIONS:**

- Experience working with people with disabilities and with people from diverse cultures
- Conflict resolution skills
- Second language
- Intermediate knowledge of Microsoft Word, Excel, Publisher and Canva
- Food Safe and Serve it Right

### **HOURS OF WORK AND REMUNERTION:**

- Term Position
  - June 1 to August 21, 2025
- Sunday to Thursday position
  - 30 hours per week for 12 weeks (evening and weekend work is a requirement of this position)
- \$25.02 per hour (As of September 1, 2024)

**Interested candidates may apply for this position by sending a cover letter and resume to:**

Hiring Committee - Steveston Community Centre – [stevestoncc@richmond.ca](mailto:stevestoncc@richmond.ca)

The deadline for receiving applications is **Sunday, May 11 at 11:59pm.**

The Steveston Community Society thanks all applicants in advance for their interest.

Only those candidates under further consideration will be contacted. No phone calls please.