



Please send your resume and covering letter to the Hiring Committee. This posting will close at 4pm on Saturday, August 15

#### Position Description

Reporting to the Program/Volunteer Manager, the Activity Assistant will work with volunteers, programs, services, and other activities available at the Centre, ensuring the Centre's policies are observed. Work week to include Thursday evening and Saturday all day and other hours as assigned

#### Centre Duties and Responsibilities:

1. Open and close facility as needed, and respond to building emergencies as required.
2. Perform First Aid/CPR and complete incident reports for emergency situations when necessary.
3. Facilitate CSVAC Rentals and assist with their administration as required.
4. Reception duties taking memberships, ticket sales, course registration, as required.
5. Supervise and assist Reception volunteers as necessary.
6. Assist Program/Volunteer Manager with updating and maintenance of the CSVAC database.
7. Prepare tickets, posters, and notices as necessary.
8. Keep bulletin boards and CSVAC rooms tidy.
9. Prepare rooms for rentals, courses, activities and meetings as required.
10. Assist staff as part of a team in organizing and implementing special events as required.
11. Other related duties as assigned

#### Skills and Abilities:

1. Reliable and able to work independently,
2. Ability to delegate tasks to volunteers as required,
3. Ability to prioritize and problem solve,
4. Ability to keep accurate records,
5. Good communication skills (both written and verbal),
6. Ability to operate usual business and audio visual equipment,
7. Windows, Internet Applications, MS Office, Database experience,
8. Ability to trouble-shoot simple computer and audio visual equipment issues,
9. Ability to move tables and chairs as needed.

#### Desirable Skills:

1. Microsoft Programs
2. Social media

## Requirements

1. Current criminal check including vulnerable sector check
2. Current Standard First Aid certificate with CPR level C
3. Food Safe Level 1
4. Prior experience in the not for profit sector desirable

Carol Turnbull

Administrative Manager

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