

Maintenance and Programs Assistant

Pender Island Community Hall is now accepting applications for a summer student position as Programs and Maintenance Assistant. The position is contingent on funding and is open to youth 15 - 30 years old, Canadian citizens, permanent residents, or eligible refugee. The incumbent must have the ability to work flexible hours, including Saturdays and some evenings. This position requires an acceptable criminal record check.

Maintenance Assistant duties may include:

- Assist with cleaning, grounds keeping, basic building maintenance, basic building projects
- Work collaboratively with the Maintenance Manager

Programs Assistant duties will include:

- Assist with regular events & activities, Summer Camps, Farmers Market & Fall Fair
- Assist with Community Café and lunches
- Provide support to volunteers & LIT

Other duties could include:

- Assist with development of events & activities
- Promotion, advertising, marketing & public relations
- Create short Hall informational videos
- Technical support and improvements
- Carry out additional duties as required

Preferred skills and knowledge:

- Able to lift and carry 40+ lbs.
- Basic to intermediate experience with cleaning, maintenance and grounds keeping.
- Good communication (verbal and written), customer service, and interpersonal skills.
- Knowledge of local activities, resources and community groups
- Interest or knowledge in trades related careers
- Experience working with children 6 – 12 years of age.
- Experience assisting with the leadership of recreational activities
- Current First Aid Training with Child CPR & AED
- Current acceptable Criminal Records Check
- Foodsafe (preferred)

Anticipated Start Date: **Possible Part time** **June 1, 2022** (Preferred. 6 - 8 hrs/ wk.)

Full time **July 5, 2022**

Anticipated End Date: **August 27, 2022**

Anticipated Full-time Hours: 37.5 hrs per week. Schedule will include most Saturdays. Some negotiation is possible regarding start date and weekly hours.

Wage: \$15.75 /hour

Please email a resume and cover letter to: bookings@penderislands.org