

Community Services Assistant

Role

The Community Services Assistant will be responsible for assisting departmental staff with operational services for the upcoming summer season. Duties include: control and distribution/delivery for summer program equipment and supplies, as well as assisting in the delivery of special events.

Qualifications and Requirements:

- Royal Newfoundland Constabulary (RNC) Certificate of Conduct – Dated 2021
- Royal Newfoundland Constabulary (RNC) Vulnerable Sector Check – Dated 2021
- Valid Class 5 Drivers License (**must be age 21 or over to meet rental vehicle policy requirements**)
- High School Diploma
- Post-secondary education would be an asset.
- Ability to perform labor intensive tasks such as lifting/moving equipment related to recreation programs and special events. The incumbent must be able to lift a minimum of 25 pounds.
- Applicants must be self-motivated and able to carry out responsibilities in an independent manner.
- Ability to carry out verbal and written instructions accurately and quickly.
- Ability to maintain effective communications and cooperation with all levels of staff, participants and the general public.
- Must be comfortable driving for extended periods within St. John's.
- Familiarity with recreation program operations and activities would be an asset.

Additional Qualifications (Provided free for successful candidates)

- Standard First Aid
- Basic Cardiac Life Support (CPR level C)

Period of Employment:

- June 28 – September 3, 2021
- Must be available to attend mandatory training June 8 or 15th

Hours of Work:

Monday – Friday, 9:00 a.m. – 4:30 p.m. (some flexible scheduling may be required).

Rate of Pay:

\$14.67 per hour

ST. JOHN'S