

**Job Posting Title**

Indigenous Program Assistant II

Company

The Britannia Community Services Centre Society

Our dream: The wellbeing, sense of belonging, joy, and empowerment of everyone in our community.

To realize our dream: We are stewards of spaces that support social connection, creativity, recreation, reconciliation and the realization of the full potential of people and communities.

In partnership with our communities, we create integrated programs, services, and opportunities on the unceded territories of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and səliłwətaʔ / selilwitulh (Tsleil-Waututh) Nations.

Consider joining our committed team of staff and being part of an innovative, inclusive and rewarding workplace.

Department

Weaving Community Together Programming

Application Close

October 31, 2025

Employment Type

Auxiliary. On-call, typically up to 12 hours per week.

Affiliation

CUPE Local 15 Bargaining Unit

Salary

Pay Grade and Wage Rates:

Paygrade 12 - \$25.93 to \$30.41

Main Purpose and Function

This position is to assist the Manager of Organizational Change with goals of ReconciliAction, Indigenous Equity and Inclusion and support Indigenous Programming in Culture & Arts and Recreation. The work involves being responsible for overseeing Indigenous Programming in Culture & Arts and Recreation, overseeing Indigenous After School programs for Elementary schools, and Special Events. An incumbent works alone or as a team member and monitors the safety and behavior of participants in facility programs or activities, plans, leads and oversees workshops and activities, assists in planning and carrying out special events, leads groups in providing basic skills instruction, and performs a variety of routine clerical and reception duties. The work of this class is differentiated from that of the Program Assistant I by additional responsibility for assisting in the planning and carrying out of special events and programs and the broader scope of clerical duties performed. Some independence of judgement is exercised in day-to-day activities, but any unusual problems or issues are referred to the supervisor. The work is checked by a supervisor and performance is evaluated in terms of attainment of desired results and services rendered.

Specific Duties and Responsibilities

- Sets up rooms including tables, chairs, audio-visual equipment, snacks, and supplies for workshops
- Assists in planning, carrying out and supporting special events or programs such as Indigenous Cultural Workshops, Recreational activities and events in the Arts.



- Ensures participants adhere to rules and regulations.
- Public speaking; Introduction of Knowledge Keepers, Land Acknowledgement and sharing workshop instructions
- Collects fees and issues receipts for memberships, programs or admissions; balances cash, takes and reports attendance.
- Answers inquiries over the phone or in person and provides routine information regarding programs, facilities, and takes reservation for racquetball or other courts or rooms.
- Responsible for building security and lock-up; implements emergency procedures, as required.
- Support Indigenous Knowledge keepers with workshops and activities.
- Performs related work as required.

Qualifications

Education and Certification:

- Completion of a post-secondary diploma or related discipline plus some related experience OR an equivalent combination of training and experience;
- Lived experience in Cultural Teachings, Community Engagement and Event planning.
- Experience working with elementary school aged children.
- Valid Driver's License for the Province of British Columbia and access to a vehicle.
- First Aid – Level I preferred.
- Criminal Record Check for working with vulnerable population.

Knowledge, Skills and Abilities

- Knowledge of Truth & Reconciliation, UNDRIP and Decolonization.
- Working knowledge of the behavior, needs and interests typical of participants of all ages including adults.
- Working knowledge of the practices, procedures and equipment used in playground recreational programs and activities.
- Working knowledge of the safety practices, policies, regulations and rules applicable to the work performed.
- Some knowledge of the fundamentals of program leadership.
- Some knowledge of modern office practices and procedures.
- Ability to effectively monitor activities and the behaviour of participants.
- Ability to assist in the planning and carrying out of special events or programs.
- Ability to lead groups and provide basic skills instructions in various activities.
- Ability to collect fees, issue receipts and balance cash.
- Ability to render basic first aid as required.
- Ability to develop and maintain effective working relationship with other facility staff and with parents.

We thank all applicants for their interest. However, only those selected for an interview will be contacted. For more information on the City's commitment to diversity and inclusion, please visit the following link: <http://vancouver.ca/your-government/diversity-in-hiring.aspx>

Please submit your resume to:

Name: Suzette Amaya

Title: Manager or Organizational Change

The Britannia Community Services Centre Society

1661 Napier Street

Vancouver, B.C. V5L 4X4

suzette.amaya@vancouver.ca

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