



## Village of Port Alice EMPLOYMENT OPPORTUNITY

### Community Centre Supervisor Permanent Part-time Position

The Village of Port Alice is accepting applications for casual work at the Community Centre. Hours of work for this position normally vary between 2:00 pm and 8:00 pm, with a few exceptions where later or earlier hours are required, and include weekends and holidays.

#### **Nature and Scope of Duties**

Community Centre Supervisors oversee activities, recreational programs and special events for children and adults at the Port Alice Community Centre. The hours vary for this part-time position and the successful candidate will be expected to take a variety of shifts between 4 to 8 hours per week which could increase up to 19 hours per week on occasion. The applicant must be comfortable dealing with adults, seniors, youth and small children and must pass a criminal record check.

#### **Required Knowledge, Abilities and Skills**

1. Possess strong organizational skills
2. Computer knowledge (MS Office)
3. Must have excellent people skills and enjoy working with the public
4. Ability to work alone and without direct supervision
5. Criminal Record Check is required

#### **Rate of Pay: \$ 20.94 - \$23.57**

Interested persons are invited to submit a cover letter and resume on or before **March 15, 2019** to:

Bonnie Danyk, Acting CAO  
Village of Port Alice, Box 130, Port Alice BC V0N 2N0  
Village Office, 1061 Marine Drive Port Alice BC  
Email: [info@portalice.ca](mailto:info@portalice.ca) Fax: 250-284-3416

Applications may be submitted in person, by mail, fax or email. We thank all applicants for their interest, however, only those considered for an interview will be contacted.

Notice posting date: February 27, 2019