

BUILD A CITY. BUILD A FUTURE.



COMMUNITY SERVICE ASSISTANT 3 – HERITAGE PROGRAM ASSISTANT

*As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation. City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward. **Build a City. Build a Future** at the City of Surrey.*

EMPLOYMENT STATUS

Union – CUPE Local 402 – Auxiliary

SCOPE

The City of Surrey is seeking a dynamic, collaborative, and innovative Heritage Program Assistant to join the team at Historic Stewart Farm, a vibrant heritage site located in Elgin Heritage Park along the Nicomekl River. This auxiliary role is an integral part of delivering high-quality educational programs, special events, and a unique heritage experience for visitors.

This auxiliary position is primarily scheduled for Sundays, with opportunities for additional weekday, weekend, and evening shifts as operational needs require.

RESPONSIBILITIES

- Research, develop and deliver heritage programs, special events, and demonstrations at the Historic Stewart Farm, and at various outreach activations in Surrey.
- Schedule and conduct guided tours of the historic farmhouse and site amenities.
- Perform cash handling and related administrative procedures in accordance with City policies.
- Support volunteer recruitment, training, recognition, and hospitality initiatives.
- Purchase, maintain, and inventory program equipment, materials, and supplies.
- Provide supervision, guidance, and support to instructors, volunteers, and junior staff.
- Assist with the development, production, and distribution of promotional and marketing materials.
- Provide support for some curatorial-related tasks.

QUALIFICATIONS

- Completion of Grade 12 and some post-secondary education from a recognized institution, supplemented by two years of related experience in cultural, heritage, museum, or community programming, including supervisory experience.
- Current Emergency First Aid and CPR-C certificate.
- Valid BC Driver's License with a satisfactory driving record.
- Knowledge of cultural, heritage, or educational programming principles, objectives, and delivery methods.
- Food Safe Level 1 certification is considered an asset.
- Have excellent customer service, communication, and organizational skills.

INTEGRITY • SERVICE • TEAMWORK • INNOVATION • COMMUNITY

Help us build a world-class city. We are hiring talented innovators seeking meaningful work to drive our city - and their careers - forward.
Apply online at www.surrey.ca/careers





BUILD A CITY. BUILD A FUTURE.

OTHER INFORMATION

- Pay Grade: Schedule D
- Hourly Rate: \$28.16
- Applicants under consideration will be required to consent to a Police Information Check/Vulnerable Sector Check.
- Successful applicants must provide proof of qualifications.

APPLY

If you are interested in this opportunity, please apply at <https://www.surrey.ca/careers>, Job ID 7237.

INTEGRITY • SERVICE • TEAMWORK • INNOVATION • COMMUNITY

Help us build a world-class city. We are hiring talented innovators seeking meaningful work to drive our city - and their careers - forward.
Apply online at www.surrey.ca/careers

