



Village of Port Alice

Casual Community Centre Supervisor

The Village of Port Alice is accepting applications for casual work at the Community Centre. Hours of work for this position normally vary between 9:00 am and 9:00 pm, with a few exceptions where later 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. This casual position is on an on-call and as-required basis. The majority of work will be in the evenings.

The applicant must be comfortable dealing with adults, seniors, youth and small children.

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: \$19.73/hour plus 11.08% in lieu of Stats and Vacation Pay.

Please forward a letter of interest with a resume,
no later than 4:00 p.m. on April 15, 2015 to the attention of:

Madeline McDonald, Chief Administrative Officer

Email: info@portalice.ca

Mail: Box 130, Port Alice, BC V0N 2N0 or

Deliver by hand: 1061 Marine Drive, Port Alice