



## We're Hiring

### PART TIME COMMUNITY USE COORDINATOR

#### **Bragg Creek Community Centre**

23 White Avenue, Bragg Creek

**Closing Date:** Open until a suitable candidate is found

**Type:** Part Time

#### **About Us**

The Bragg Creek Community Centre is a nonprofit facility working to ensure every member of the Greater Bragg Creek Community feels connected & engaged through the support of community needs. The BCCA provides programs for all ages & a wonderful venue for weddings, concerts & special events.

#### **We are seeking**

Someone who is energetic, outgoing, and flexible to join our team as a part-time evening and weekend Community Use Coordinator.

#### **Key Accountabilities will include:**

- Friendly and effective communication skills
- Ability to work independently and be trusted to lock and arm facility
- Willing to be physically active (using ladders, lifting tables and stacks of chairs)
- Excited to join a dynamic team in a fun, community-minded environment

#### **Job Duties & Requirements**

- Bartend and/ or supervise during events
- Assist in the planning of select community events
- Use of Microsoft Office programs and online booking systems
- Support event set up and facilitation, including late Saturday night shifts
- Supervise facility use Wednesday, Thursday, and Friday evenings (will vary depending on week)
- Basic facility cleaning
- Criminal Record Check with Vulnerable Sector Check
- Valid Class 5 Driver's License & reliable vehicle
- First Aid and CPR Level C Certification
- AGLC ProServe Certification

#### **Details**

- Wednesday through Friday evenings and Saturdays (flexible hours)
- 20 hours / week
- \$15 / hour

**Apply with cover letter and resume to Shawntel: [progcoordinator@braggcreekca.com](mailto:progcoordinator@braggcreekca.com)**