

## Program Assistant, Latcham Saturdays (Job # LAC-2022-001)

Status:	12-month Contract, Part-time, Temporary
Date Open:	July 29, 2022
Date Closing:	August 17, 2022
Number of Positions:	1
Scheduled hours/shifts:	7 hours per week on Saturdays
Salary:	\$15.87/hour, Grade 3, Step 1

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**This position requires a Vulnerable Sector Screening Check and Proof of COVID Vaccines.**

### Position Purpose

This position is responsible for the development, execution, and evaluation of the Latcham Art Centre's (LAC) *Latcham Saturdays* programs under the direction of the Coordinator of Education Programs.

### Duties and Tasks

1. Assists visitors at the LAC reception and contributes to audience development.
2. Under the guidance and direction of the Coordinator of Education Programs, develops and conducts *Latcham Saturday* programs for all ages.
3. Assist with all events including fundraising events.
4. Maintains statistics as required.
5. Other duties as assigned.

### Qualifications and Requirements

1. Completed Grade 11 Secondary School.
2. Minimum 1-year experience in art and creative work, customer service, and/or related service-based industry.
3. Creative and socially confident.
4. Excellent customer service skills and the ability to work with a diverse group of people.
5. Understands the developmental needs of children, teens, and adults.
6. Excellent English language skills, both oral and written.
7. Excellent communication, customer service, public relations, problem-solving, and interpersonal skills. The ability to establish and maintain effective working relationships with staff and the public.

8. Superior organizational skills, with the ability to multitask and to prioritize work assignments.
9. Self-motivated with a professional attitude.
10. This position is required to take every reasonable precaution in the circumstances for the protection of the health and safety of the worker.

## How to apply

Please forward your resume in confidence by **August 17, 2022**, identifying **Job# LAC-2022-001**, **Attn: CEO Margaret Wallace** in the subject line to [anna.kroeplin@wsplibrary.ca](mailto:anna.kroeplin@wsplibrary.ca).

As a result of the COVID-19 pandemic and in support of our commitment to a healthy and safe workplace, the Latcham Art Centre has a vaccination requirement for all employees. Successful candidates will be made an offer of employment on the condition of being fully vaccinated against COVID-19. (Fully vaccinated is defined as having received all of the required doses of a Health Canada approved vaccine.) Successful candidates will be asked to provide proof of full vaccination.

In the event that a candidate is unable to be vaccinated as a result of a ground protected by applicable Provincial Human Rights legislation, the candidate may submit a written explanation of the ground and any supporting documentation to determine if they are exempt from this requirement.

The Latcham Art Centre is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process. We respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.

**We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.**