

# Flourish with Carya

## Community Worker (Community Hub Support Worker)

Calgary is a complex city filled with incredible opportunities and dynamic challenges for those who call it home.

For over 110 years, Carya has worked diligently to meet the evolving needs of Calgarians by providing members of our community with the tools they need to be stronger, more connected, and more resilient.

Today we offer over 40 programs for individuals and families at all stages of life. From providing mental health support to fostering multi-generational wellness and strong families – Carya’s dedicated team of professionals plays an essential role in ensuring a vibrant and healthy future for all Calgarians.

### About the Role

Start Date: May 6, 2024

Location: Village Commons, 610 8 Ave SE | Calgary, AB

Wage: \$15-20/hr

Hours per Week: 35

Length of placement: 8-week placement

Community Hub Support Workers are part of Carya’s Village Commons team and aid facility users. Staff on this team are often the first point of contact for the public who are accessing services, renting the facility and/or enjoying the Village Commons community. As such, they play a key role in managing inquiries, welcoming the public, supporting events, and ensuring excellent customer service.

Staff on this team are also integral to the day-to-day operations of the facility and will assist with special events, space rentals, and provide kitchen support as necessary. They will also be responsible for some cleaning duties, preparing the space for activities, cleaning up the space post event and securing the facility at the end of the day.

### What You’ll Do

- Welcome visitors into the Village Commons space in a friendly and hospitable manner.
- Foster connection with and among facility users; including those that live within the East Village neighbourhood.
- Maintain the cleanliness and organization of the reception area.
- Answer incoming agency calls and direct them to the appropriate person in a professional manner.
- Direct individuals for appointments, meetings and/or space bookings/rentals.
- Help with supply deliveries and building service personnel.
- Process payments for rentals and services.
- Assist in administrative tasks, such as:
  - Manage incoming and outgoing mail.
  - Monitor emails and faxes.
  - Research City of Calgary bylaws to ensure specific activities meet city requirements.
  - Aid Carya personnel in other administrative tasks, as required.
- Observe participants within the space and assist in promoting inclusivity within the space.
- Assist in events, programs, and activities as required, including but not limited to:
  - Server support.
  - Audio/visual assistance.
  - Setup and tear down, including table and chair organization.
- Help maintain a safe environment by conducting routine walkthroughs, monitoring security cameras, and following protocols to alert staff or emergency services in case of incidents or unusual behavior.

This task list is not intended to be exhaustive and other tasks may be identified from time to time.

### What You Bring

- **Obtained or pursuing a Bachelor’s degree with high academic standing in a relevant field, such as social work, psychology, community development, or health sciences.**
- **High school diploma is required.**
- Exhibit kindness and the ability to treat everyone with respect and dignity.
- Possess exceptional people skills, including collegiality, energy, flexibility, motivation, and the ability to foster

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productive relationships with colleagues and management.

- Can work independently and as part of a team and welcomes opportunities to work across diverse cultures.
- Excellent oral and written communication skills.
- Proficiency in Microsoft 365 with a focus on SharePoint, Word, Teams, and Outlook.
- Ability to effectively manage and prioritize emails and calendars.

## CSJ Requirements

- Be between the ages of 15 and 30 years old of age at the beginning of the employment period;
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of employment; and;
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

## Closing Date

Until a suitable candidate is found.

## How to Apply

Please submit a single PDF containing your cover letter and resume with your name as the file name.

Email your file to [HR@caryacalgary.ca](mailto:HR@caryacalgary.ca) with the job title in the subject line.

Applications submitted without a cover letter will not be considered.

*We thank all those who expressed their interest, however only those selected for an interview will be contacted.*

## Equal Employment Opportunities, Requesting an Accommodations Statement, and other Employment Statements

Carya is deeply committed to building a workplace where inclusion is not only valued but prioritized. We are proud to be an equal opportunity employer, seeking to create a welcoming and diverse environment. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, family status, marital status, sexual orientation, national origin, genetics, neurodiversity, disability, age, or veteran status, or any other non-merit based or legally protected grounds.

Carya is committed to providing reasonable accommodations to qualified individuals with disabilities in the employment application process. To request accommodation, please contact People & Culture by email at [HR@caryacalgary.ca](mailto:HR@caryacalgary.ca) in advance of your interview.

**The successful candidate must satisfactorily complete a Police Information Check.**

**Carya – Nurturing the Potential in Every Calgarian.**