

# Flourish with Carya



## Community Worker (CHSW)

Since 1910, Carya has been responding to the evolving social needs of the Calgary community.

Today, Carya impacts the lives of thousands of Calgarians through a range of comprehensive, barrier-free programs and services that enhance mental well-being, strengthen families, improve living conditions, and create meaningful social connections. We walk alongside our community, nurturing the unique strengths, abilities, and talents that individuals, families, and communities already possess to overcome adversity and build strong foundations for their futures.

### ABOUT THE ROLE

**Locations:** Village Commons, 610 8 Ave SE

**Wage:** \$18 per hour

**Hours:** 30 to 37.5 hours per week

**Length of Placement:** 8-week placement

#### Start Date & Number of Positions Available:

We have three positions available, with start dates of May 5, June 16, and July 7.

Please indicate your preferred start date in your application.

Community Hub Support Workers (CHSW) are part of Carya's Village Commons team and support individuals using the facility. Often the first point of contact for the public, they play a key role in welcoming visitors, responding to inquiries, supporting events, and ensuring excellent customer service for those accessing services, renting space, or enjoying the community hub.

These staff members are also essential to the facility's day-to-day operations. Their responsibilities include assisting with special events and space rentals, providing kitchen support as needed, and performing light cleaning duties. This includes preparing spaces for activities, cleaning up afterward, and securing the facility at the end of the day.

### WHO YOU ARE

- You're outgoing, approachable, and genuinely enjoy connecting with others. You make people feel welcome and at ease the moment they walk through the door.
- You care about creating inclusive, vibrant spaces where everyone belongs. You're a creative team player who brings ideas to the table and works well with others to bring them to life.
- You ask thoughtful questions, think critically, and stay calm under pressure. Whether troubleshooting a last-minute setup or supporting an event, you're quick to adapt and eager to learn.

### WHAT YOU WILL 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.



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- 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

- Currently pursuing or has obtained a Bachelor's degree with strong academic standing in a relevant field such as Social Work, Psychology, Community Development, or Health Sciences.
- Proficient in Microsoft 365, including SharePoint, Word, Teams, and Outlook.
- Demonstrates kindness and treats all individuals with respect and dignity.
- Exceptional interpersonal skills, including collegiality, enthusiasm, adaptability, self-motivation, and the ability to build productive relationships with colleagues and leadership.
- Able to work independently and collaboratively, and values opportunities to engage across diverse cultures.
- Strong organizational and time management skills.
- High attention to detail with an analytical mindset.
- Excellent communication skills, both written and verbal.

## CANADA SUMMER JOBS 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.

## WHY JOIN TEAM CARYA

When you join team Carya, you join over 100 passionate professionals who exemplify our values of *Respect, Kindness, Creativity, Collaboration, Belonging, Wellness*. Our employees are the heart of our organization and work collaboratively to meet the unique and evolving needs of over 40,000 Calgarians.

At Carya, we take care of our people and proudly provide our employees with:

- A supportive and flexible work environment that includes professional development opportunities.
- Recognition that people are a combination of many intersecting identities; we work to cultivate an environment that welcomes the whole person and harnesses the strength that is available in our diversity, creating a rich and inclusive workplace.

## CLOSING DATE

Until a suitable candidate is found.

## HOW TO APPLY

1. Please submit a single PDF containing your cover letter and resume with your name as the file name.
2. Email your file to [HR@caryacalgary.ca](mailto:HR@caryacalgary.ca) with the job title in the subject line.
3. 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 Accommodation, and Other Employment Statements



800-1000 7 Avenue S.W., Calgary, AB, T2P 5L5  
CaryaCalgary.ca

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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, colour, 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 an 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

