



Cowichan Lake Community Services Society

P.O. Box 670, Lake Cowichan, B.C. V0R 2G0
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Community Centre Worker

Status: Temporary
Hours: 35 hours/week
Hourly Wage: \$20/hour

Start Date: June 23rd, 2025
Reports to: Executive Director

Organizational Overview

Cowichan Lake Community Services is a non-profit society providing programs and facilities to the people of the Cowichan Lake area. Its mission is to enhance and support the quality of life for all Cowichan Lake area residents. This is done through a variety of programs including counselling and support programs, social development programs, and a multitude of therapeutic recreation programs.

Job Summary

The successful candidate will be responsible for assisting staff at Cowichan Lake Community Services with the delivery of a variety of programs including weekly fresh food markets, community luncheons, and child & youth recreation.

This position will also require the individual to perform front of house reception duties, create original content for the organizations social media platforms, and support community members utilizing our computer resource room.

This is a temporary, 8-week summer position.

Qualifications

To qualify for this position candidates must be young people aged 15-30 years and legally entitled to work in Canada as per the Canada Summer Jobs Program through Service Canada.

Education

- Preferred candidates will be enrolled in post-secondary education in a related field.
- First aid training with CPR “C” is preferred, but not required.

Knowledge, Skills, & Abilities

- The successful candidate is enthusiastic, energetic and enjoys working with others.
- Recent experience in customer service or administration/reception.
- The successful candidate also possesses effective organizational skills and the ability to:

- Establish and maintain effective working relationships with other staff and the general public.
- Communicate effectively both verbally and in writing when communicating with fellow staff, and members of the community.
- Work independently as well as a member of a team.
- Operate basic computer programs such as Microsoft Office (Word, Outlook, and Excel). Familiarity with the Canva graphic design platform would be considered an asset.