



## **Job Overview: WORCA Summer Student Events & Administrative Assistant**

**Date Posted:** 06/11/2017

**Closing Date:** 06/25/2017

**Start Date:** 07/06/2017

**Employment Status:** Up to a maximum of 40 hours per week based on events and availability, for up to 9 weeks.

**Wage:** Hourly – \$12 per hour, in accordance with related work experience.

### **Whistler Off-Road Cycling Association**

The Whistler Off Road Cycling Association fosters the evolution of the sport through its youth programs and clinics, teaching safety, etiquette and technique to cyclists; WORCA helps to maintain hundreds of kilometres of trail to the highest environmental standards through member fees and volunteer efforts.

### **Overview:**

The WORCA Summer Student Events & Administrative Assistant will mainly work with the Club's Secretary providing support to our summer events, race/rides, summer camps, event preparation/registration, setup and take down to ensure safety and a positive experience for members, as well, support our trail counts and volunteer program. The successful candidate may also be asked to work with our Race and Fundraising Director on special event projects as well.

### **Who We Are Looking For:**

In order to meet the terms & conditions of the Service Canada government funding, the criteria below is non-negotiable:

- The applicant must be minimum of a Secondary student or post-secondary
- The applicant must intend to return to school on a full-time basis in the next academic year, starting September 2017;
- Must be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations.

The successful candidate will be required to support the work of the Secretary, including but not limited to:

- Fulfill the tasks and duties assigned by the Secretary, assist the Fundraising or Race Director.
- Additional duties/responsibilities as required.

### **Job Requirements**

- Ability to work effectively in collaboration with diverse groups of people.
- Ability to take and follow direction.
- Take initiative, requiring minimal supervision.
- Enrolled in a program that includes outdoor recreation, or environmental studies, etc.
- Basic Computer experience is required (comfortable working in MS Word and Excel)

Applicants should expect to work in all weather conditions and need to be appropriately dressed to work in an office environment as well as an outdoor setting providing assistance to staff at events.

**Specifics:** This is an hourly contract position, with a rate of \$12 per hour, in accordance with related work experience.

The applicant must meet the student criteria listed above.

Application deadline is midnight on 21th June 2017.

E-mail your resume and covering letter to [secretary@worca.com](mailto:secretary@worca.com)