



## WEEKEND OFFICE ATTENDANT

**Reports to:** Executive Director

**Type of Position:** Part-time contract, 4hrs, on-site, (8:15am-12:15pm) Saturdays from April to June, with possibility of contract renewed in September.

**Location:** Pointe-Claire (West Island)

### Summary of Position

Reporting to the Executive Director, this role oversees the Centre office and ensures the Centre Saturday programs are set up to run.

### KEY RESPONSIBILITIES

- Open and close the Centre for Saturday weekend programming.
- Ensure set-up of classrooms are done before classes begin.
- Ensure online Saturday classes are up and running.
- Ensure class attendance sheets are printed and ready for instructors.
- Answer inquiries by phone or in person from members or public
- Register members for classes by phone or in person as needed.
- Provide weekly written reports to supervisor.
- Assist in any related tasks as requested by Executive Director

### QUALIFICATIONS

- Passion for community work.
- Highly motivated, efficient, adaptable, positive, and energetic profile.
- Ability to maintain confidentiality and professional work ethic.
- Establish and maintain good interpersonal relationships with members.
- Work autonomously.
- Focused and attentive to details.
- Excellent oral and written comprehension skills/expression skills.
- Bilingual (French and English)

### Working conditions and compensation

- Starting salary \$16.50/hr
- Follows school calendar (September to June)

Please send your resume to Isabelle Prosnick, Executive Director by email to [director@wiwc.ca](mailto:director@wiwc.ca) before **March 24<sup>th</sup>**.