



# JOB POSTING

## A Rocha Canada Brooksdale Environmental Centre Position Title: Guest House and Hospitality Assistant

Note: Anticipated 2 positions pending funding approval.

Note: These positions will be partially funded by the Canada Summer Jobs grant, and are contingent on funding approval.

### POSITION DETAILS

Location:	Brooksdale Environmental Centre, Surrey, BC.
Start/End Date:	Between May 7, 2025, to August 30, 2025 (8 to 16 weeks, subject to funding).
Hours/Days Worked:	Full-time (5 days/week, 35 hours/week, Tuesday to Saturday).
Wage:	\$19-\$21 per hour (depending on experience)
Closing Date:	Until the position has been filled.

### POSITION FUNCTION

A Rocha is an international environmental conservation organization which, inspired by God's love, engages in scientific research, environmental education, community-based conservation projects and sustainable agriculture. We envision a world where nature flourishes as people live equitably and sustainably.

A Rocha Canada's (ARC) Brooksdale Environmental Centre is a dynamic environmental centre with programs serving all ages and various ecosystems. Brooksdale's 27-acre property is a living lab comprised of forests, a threatened river system, heritage houses, and a farm implementing sustainable agriculture practices. This unique combination of sensitive wildlife habitat and agricultural land makes Brooksdale a place where critical environmental issues are researched, addressed, and solved.

The Guest House is the main hub at the Environmental Centre for guests, staff, international A Rocha friends, and day and overnight retreats.

The **Guest House and Hospitality Assistant** works in collaboration with the Brooksdale Guest House Coordinator and other Brooksdale staff in assisting with hospitality and cooking meals at the Brooksdale Environmental Centre, a 1930s Heritage Site.

### WORKING RELATIONSHIPS

Reports directly to the **Brooksdale Guest House Coordinator** and works in close collaboration with the Brooksdale staff team. Provides orientation to guests and supervision to Volunteers.

### DUTIES AND RESPONSIBILITIES

- Provide welcoming hospitality and orientation to overnight guests and retreat groups.
- Provide Guest House operations support.
- Hosting setup preparations and assisting with other events as needed.
- Cleaning duties at the guest house.
- Prepare meals for guests, staff and volunteers, and help with cooking and preserving.
- Orient and supervise volunteers involved in the heritage Guest House.

- Work in collaboration with Brooksdale staff for other onsite activities as needed.
- Awareness and adherence to A Rocha Brooksdale's Health and Safety Protocols.

#### QUALIFICATIONS AND SKILLS

Work takes place indoors and outdoors at Brooksdale Environmental Centre. Working hours might follow specific events and hours may vary. The **Guest House and Hospitality Assistant** is required to work in all weather conditions. Work in extreme weather conditions may be required. Shared indoor office space is provided at Brooksdale, though the **Guest House and Hospitality Assistant** will be required to communicate with other Brooksdale staff to avoid space conflicts and to abide by Health and Safety protocols.

#### QUALIFICATIONS AND SKILLS

##### Experience:

- Experience working with cooking and food preparation is an asset.
- At least one year in hospitality or customer service is an asset.
- Experience working within the not-for-profit sector is an asset.
- First Aid and CPR certifications are an asset.
- Food Safe Certification preferred.
- Demonstrated leadership experience; able to comfortably make decisions and execute tasks in a diverse and dynamic working environment.

##### Skills:

- Familiarity with kitchen equipment.
- Intermediate Microsoft Office and/or Google Suite experience.
- Demonstrated communication (verbal/written), facilitation, and interpersonal skills; able to work both independently and within a high-energy team environment; able to resolve interpersonal conflicts professionally; excellent collaboration and group leadership skills.
- Strong organizational skills; able to identify and prioritize tasks with minimal supervision, work independently, and take initiative.
- Must be physically fit, able to lift 50 lbs.
- Demonstrated ability to work quickly, efficiently and calmly in high-stress settings for long hours in any weather and bring tasks to completion on time.
- Familiarity with A Rocha Canada's Vision, Commitments and Core Values.

#### Eligibility Requirements:

##### Applicant **must**:

- Be between 15 and 30 years of age at the start of the employment;
- 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;
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada following relevant provincial or territorial legislation and regulations; and,
- Obtain a Criminal Record Background and Vulnerable Sector check.

#### HOW TO APPLY

- Email, as a single PDF document, a cover letter and resume clearly detailing your experience and qualifications for this position to **Ute Lindenlauf** ([guesthouse@arocha.ca](mailto:guesthouse@arocha.ca))
- Ensure your email subject line clearly refers to the **Guest House and Hospitality Assistant** position.
- Ensure your name and the position title are included in the PDF file name.
- Please also state in your email whether you meet the **eligibility requirements**.
- Only applicants selected for interviews will be contacted. Please no phone calls or emails.
- The position(s) are **contingent on Canada Summer Jobs funding approval**.