

POSITION POSTING

Position Title: Student Activities Council Coordinator/Head of Interhouse Competition
Part-time .36 FTE

Department: Student Life

Immediate Supervisor: Deputy Head – Student Life

Nature and Scope

The Student Activities Coordinator and Interhouse Sponsor are key components to our Student Life program. The successful candidate will work with student representatives on the SEC to coordinate campus activities throughout the school year. These activities range from social events (theme dinners, dances etc.), to Interhouse competitions that engage the student body in our Student Life program that is befitting Brentwood's 24/7 transformative learning environment.

Education / Certification:

- A relevant undergraduate degree or equivalent work experience

Experience / Skills:

- Demonstrated success in facilitating, mentoring and organizing students
 - o Experience with guiding student leadership
 - o Experience with empowering students
- Strong Collaborative and Independent Skills
 - o Ability to work collaboratively with a wide variety of stakeholders including students, staff and parents
 - o Ability to work closely with other student-led groups such as B-Well, Grad Committee, and Brentwood Environmental Action Team (BEAT)
 - o Ability to work independently
- Superior organizational skills
 - o Demonstrated use of successful organizational processes
 - o Proactive approach to workflow
- Demonstrated passion and positivity
 - o Demonstrated success with working with young people
 - o Demonstrated optimistic and positive attitude

Working Conditions

- Located in a modern campus complex
- Successful clearance of a Criminal Record Check is a condition of initial and ongoing employment
- Work in a fast-paced learning and school community environment that operates 7 days a week
- Day, afternoon, and evening shifts of varying duration, including weekends are required; Occasional additional hours may be necessary according to operational needs
- The successful applicant must be legally entitled to work in Canada



Qualified applicants should forward their applications, including cover letter and résumé, to the attention of Human Resources, no later than at **5pm on Tuesday January 26th, 2021.**

Fax (250) 743-8446 | hr@brentwood.bc.ca

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www.brentwood.bc.ca

We thank all applicants for their interest in this opportunity