

Auxiliary Front Desk Agent (1)

ORGANIZATION OVERVIEW:

The University Neighbourhoods Association (UNA) is a not-for-profit society that provides municipal-like services (streets, parks, fields, playgrounds, community centers, and a full range of recreational services) to approximately 15,000 residents living in five designated neighbourhoods on UBC Vancouver Campus. The UNA currently operates the Old Barn and Wesbrook Community Centres where we provide arts, fitness, physical activity, educational and social programs for all age groups.

Job Summary:

Reporting to the Recreation and Operations Departments, the Auxiliary Front Desk Agent assists with front desk work, facility preparation duties for programs, events, meetings, and rentals at the community centres. Responsibilities include setting up and taking down rooms, organizing equipment and furniture in storage, maintaining a clean and safe space, and performing other facility-related tasks. This position also includes work at the UNA Green Depot to support UNA's waste diversion and reduction goals. It is an auxiliary, on-call position.

Job Responsibilities:

Community Centres Operation

1. Perform Front Desk duties as required.
2. Set up and take down rooms as required for programs, functions, and events.
3. Assist front desk staff with sports equipment setup and takedown.
4. Support facility bookings, including room set up and take down.
5. Organize, clean, and perform regular checks of storage rooms.
6. Set up for events, including staging, equipment, tables, chairs, and moving equipment and supplies as required; assist with parking for events when required.
7. Conducting regular facility checks during scheduled work hours.
8. Maintain cleanliness, appearance, and functionality of the rooms and common areas.
9. Clear Lost and Found items monthly and transfer recyclable items to the Green Depot.
10. Assist with snow removal and salting at the centre entrance when needed.
11. Identifying necessary repairs and maintenance and report to the supervisors.

Green Depot Operation

1. Greet Green Depot patrons.
2. Continuously learn about repurposing and recycling options to answer questions from patrons.
3. Answer public enquiries in person and educate visitors to the Green Depot.
4. Help patrons process items to repurpose or recycle.
5. Record and enter data for waste management tracking.
6. Assist patrons by providing information on alternative drop-off locations.
7. Maintain the cleanliness, general appearance, and good working condition of the Depot.
8. Open and close the Depot.



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9. Monitor the security of the Depot during hours of operation.

Qualifications:

- Completion of Grade 12.
- Facility attendance experience.
- Required to work in an indoor recreation environment and occasionally required to work outdoors.
- Will be required to be physically active and work with tools and cleaning equipment.
- Must be physically fit and able to lift and carry at least 50 pounds.
- Work in a safe manner and in compliance with the Occupational Health and Safety Act and its regulations.
- Required to work shift work and variable hours including mornings and evenings on weekdays and weekends.
- Valid criminal record check, or willingness to obtain before start date.

Part-time hours: 10-15 per week

Hourly rate: \$20

If you want to join our highly engaged and talented team and make direct impacts in the community, please submit your resume and cover letter by August 21, **2026**, to: ena@myuna.ca

For more information on the UNA, and to view the detailed job description visit myuna.ca/careers. We appreciate all applications; however, only short-listed candidates will be contacted for an interview.

UNIVERSITY NEIGHBOURHOODS ASSOCIATION

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