

POSITION AVAILABLE

SUMMER EVENTS ATTENDANT

PART-TIME (FIXED-TERM)

We are privileged to learn, work, and live on the traditional territory of the SC'IA'NEW Nation.

Pearson College UWC stands as a beacon of hope and education, founded in 1974 with a vision to make education a force that unites people, nations, and cultures for peace and a sustainable future. Our mission is deeply rooted in this vision, striving to empower students from diverse backgrounds to actively engage in creating a better world.

At Pearson, we are more than just an educational institution; we are a vibrant community of passionate individuals committed to fostering global understanding and positive change. As one of 18 United World Colleges around the world, our students undergo a rigorous selection process in their home countries. They are chosen not only for their academic potential but also for their demonstrated dedication to making a meaningful impact on the world.

Moreover, the majority of our students receive substantial financial aid, ensuring that opportunities for transformative education are accessible to all.

Pearson College UWC is recruiting for outstanding Summer Events Attendants

Reporting to: *Events Coordinator*

Position Summary:

This position will assist in the coordination and execution of all summer programs and events at Pearson College. The Summer Events Attendants will work closely with a variety of college staff and departments to provide support to the College's Summer and Auxiliary Programming. As an integral part of the team, the Summer Events Attendants will provide logistical support to various programs, including but not limited to weddings, meetings, symposiums, school group trips, Pearson College reunions, and other summer programming. The incumbent will also provide information and resources to participants, and work with the faculty and staff to fulfill the goals of the College during the summer period.

Responsibilities:

- Perform a wide variety of tasks, including but not limited to setting up function spaces, moving equipment around campus, and dining hall server-type duties during meal periods.
- Report directly to the Summer Events Assistant and support their leadership in coordinating event operations.
- Assist the Summer Events Assistant and Events Coordinator with the planning and execution of Pearson Reunions, weddings, conferences, and other summer events.
- Work with clients to facilitate the onsite execution of their events, including banquets, meetings, accommodations, and extracurricular activities.

- Provide logistical support for summer programs and operations.
- Available to work a flexible schedule dependent on summer commitments and operational needs.
- Act as a guide and resource for information and logistics for summer program participants.

Skills & Qualifications

- Exemplary customer service skills.
- Ability to work independently and shows initiative.
- Current Food Safe certification (training available for the right candidates).
- Experience working with the public in educational settings.
- Problem-solving skills and adaptability.
- Previous event setup or food and beverage industry experience.
- Experience working with children are assets.
- Flexible schedule to meet summer and operational needs.
- Excellent communication and works well with team members.
- Creative, quick-thinking, detail-oriented and energetic.
- Enjoys working with diverse groups, especially children.

Compensation & Organization

This is a temporary, part-time position with hours varied depending on the needs of the college (0-35 hours range per week from Tuesday, May 26, to Thursday, August 13, 2026). Located at Pearson College UWC in Metchosin, approximately 40 minutes from downtown Victoria, BC. The hourly wage ranges from \$19.00 to \$21.00, depending on skills and experience. Meals are available in the College Dining Hall as a taxable benefit. Applications will be accepted until the position is filled. Only candidates selected for an interview will be contacted. Candidates must be eligible to work in Canada and pass a criminal record check. Only candidates selected for an interview will be contacted. Résumés and a cover letter can be emailed to careers@pearsoncollege.ca.

As an inherent part of our United World College values, Pearson College UWC is actively committed to Anti-Racism, Diversity, Equity, and Inclusion in our living, learning, and work environments. In pursuit of our values, we seek individuals who will work respectfully and constructively with differences and across levels of privilege and power. We actively encourage applications from members of groups experiencing barriers to equity.

We encourage applications from individuals belonging to minority groups, including but not limited to Indigenous peoples, LGBTQ+ individuals, women, and those with diverse backgrounds or experiences. Your unique perspective is valued and contributes to fostering an inclusive and equitable workplace.