

BUILD A CITY. BUILD A FUTURE.



Community Services Coordinator 1 – Outdoor Community Sports & Facilities

The City of Surrey is one of the fastest growing and culturally diverse cities in Canada. Recognized as a top employer, we are dedicated to building a vibrant, progressive, world-class city that enhances the quality of life for our citizens, while delivering meaningful and rewarding career opportunities for our employees.

SCOPE

This is a professional level of work related to supporting the development and activation of outdoor community sports, City-wide. Working within Park Facility Operations section, this CSC 1 responsibilities include working with diverse community partners, allocating outdoor sport facilities according to PRC guidelines and policy, issuing facility use permits and assisting with facility management administration.

We're looking for a positive, energetic team player who has a good understanding and knowledge of outdoor community sports. Our ideal candidate thrives on building internal and external stakeholder relationships. They possess strong communication and supervisory skills, in addition to taking the initiative to solve complex issues, when required.

EMPLOYMENT STATUS

Union - CUPE Local 402 – Term (up to 2 Years)

RESPONSIBILITIES

- Exercises a significant degree of judgement and initiative within established guidelines under general direction.
- Coordinates and supervises staff who assist with outdoor community sports administration.
- Manages seasonal sportsfield allocations and related permitting and policy processes.
- Responds to enquiries from the public, sport groups and internal departments regarding permit procedures, fees and service requirements
- Liaises with advisory committee members to review and assess community needs for program development and administration
- Develops and maintains detailed records on payments, permits and fees

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QUALIFICATIONS

- Graduated from a recognized University or College level program with 3 years of progressively responsible experience, including supervision. An equivalent combination of education and experience may be considered.
- A valid B.C. driver's license is an asset
- Strong interpersonal skills and leadership ability
- The ability to organize and prioritize high-demand and detailed work
- Detail-orientated focus, with ability to develop and maintain accurate records
- Strong knowledge of park facilities and related outdoor sport use
- High degree of computer literacy with Microsoft Word, Excel and PRCMS

35 hours a week (Monday – Friday, with some evenings and weekends required)

Applicants under consideration will be required to consent to a Police Information Check/Vulnerable Sector Check.

OTHER INFORMATION

Hourly Rate: \$35.71

Steps	Hourly Rate
Step 1	\$35.71
Step 2 (6 Months)	\$36.72
Step 3 (18 Months)	\$37.91
Step 4 (30 Months)	\$38.98

APPLY

If you are interested in this opportunity, please apply to www.surrey.ca/careers to Job ID 5824