



PEACE RIVER
REGIONAL DISTRICT

Join the PRRD Team!

Come work with the Peace River Regional District team in the mighty Peace Region of northeastern BC – world renowned for our friendly people, spectacular outdoor recreation and linkages to the Yukon and Alaska.

The Peace River Regional District includes four electoral areas and seven member municipalities, with a total population of approximately 60,000, covering a vast 120,000 square kilometer area.

Posting Date

Date June 28, 2023

Application Deadline

July 21, 2023 at 4:00 pm

Application Information

Visit prrd.bc.ca/employment to view the **job description** for a full list of qualifications and to find out the status of this posting and other employment opportunities with the PRRD.

Apply in confidence by providing a cover letter noting the position being applied for, a resume, and three supervisory references to:

Peace River Regional District

Human Resources

hrprrd@prrd.bc.ca

P. 250-784-1167



Parks and Rural Recreation Coordinator

Full Time, Permanent Position

Position Overview

Reports to and supports the General Manager of Community Services or designate in the delivery of community services to community groups, and residents of the Peace River Regional District in the areas of regional parks and trails, rural recreation and culture, along with emergency and protective services as required.

Duties

- Provide support to all of the functions and services provided under the umbrella of Community Services, including, but not limited to: Regional Parks, Recreation, Emergency Services, Fire Protection, 9-1-1 services and grants for assistance.
- Liaise with a variety of stakeholders to promote and coordinate the delivery of community service functions. Assist in the delivery of long-term service strategies and plans related to regional parks, trails and recreation.
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- Assist with the development of policies, procedures, plans and bylaws to support parks, trails and recreation.
- Coordinate and monitors parks and recreation facility agreements and contracts; resolves contract/agreement non-compliance issues as required.
- Provide support to community organizations to develop and manage recreation facilities, parks and trails.
- Provide assistance and support in administering Regional District grant programs, emergency and protective services as required.
- Assist in the coordination of committees and meetings; attends evening and weekend meetings as required. Assist in conducting research and preparing reports.

Qualifications

The preferred candidate will have a College or University graduation with a focus on recreation leadership, recreation facility management or parks management or an equivalent combination of related education, training and experience. Three (3) years' experience in local government, preferably in recreation facility operations or parks planning. Excellent organizational and project management skills, ability to establish priorities, independently coordinate workloads to meet timelines and budget expectations. Flexibility in both days of work and workday hours of work.

Additional Information

The hours of work are Monday to Friday, from 8:30 am – 4:30 pm, with one hour for lunch. A valid Class 5 Drivers' Licence must be maintained.

The after probation rate of pay for this union position is \$38.71/hr, plus benefits.

We thank all candidates for their interest, however, only those selected for interviews will be contacted.

www.prrd.bc.ca



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diverse. vast. abundant.