

<b>DEPARTMENT:</b>	<b>Parks and Recreation</b>	<b>STATUS:</b>	<b>Regular Full-time</b>
<b>NO. OF POSITIONS:</b>	<b>One</b>	<b>UNION:</b>	<b>CUPE, Local 387</b>
<b>HOURS OF WORK:</b>	<b>35 hours per week (Flexible hours of work)</b>	<b>SALARY:</b>	<b>\$39.14 - \$46.07 per hour (2024 rates) + comprehensive benefits</b>

The City of New Westminster has an exciting opportunity for a dynamic, innovative, and customer service-focused individual. The Recreation Supervisor - Community Recreation is an integral member of the Recreation leadership team who values community relationships and partnerships, equity, diversity and inclusion, service excellence, mentoring and coaching a team of staff and volunteers. You will work seamlessly with the broader Parks & Recreation team, and be a valued resource to other City Departments and committees. Reporting to the Manager, Recreation Services and Facilities, this role requires exceptional supervisory, facilitation, coaching, and administrative expertise and is responsible for managing the development, delivery and evaluation of a wide range of community recreation programs, events, and services that supports the community, and the oversight of building operations including janitorial and clerical support.

**Key accountabilities include:**

- working collaboratively with community organizations, other City departments and the general public
- facilitating staff teams and volunteers in creating strong interdependent networks and delivering quality programs, services, and collaborative initiatives
- hiring, planning, directing, mentoring and coaching staff and volunteers
- preparing and managing capital and operational budgets
- collecting data to understand the community's needs, to inform strategic decision-making, to reach users and non-users, and to demonstrate the achievement of specific outcomes
- promoting and publicizing planned recreation activities
- developing and implementing new operational methods and procedures
- other related work as required

**If you have the following characteristics and qualifications, we want to hear from you:**

- A university degree in Recreation or a related discipline, plus considerable related community recreation experience including supervisory experience or an equivalent combination of training and experience
- A dynamic and inclusive leadership style with proven operational experience
- Passionate about and experienced in Diversity, Equity, Inclusion and Anti-Racism and Truth and Reconciliation as it relates to the work we do.
- Ability to build and sustain trusted relationships with community groups and organizations
- Sophisticated engagement, outreach, and resolution skills
- Thorough knowledge of community recreation principles and proven practices
- Ability to plan, implement, evaluate and measure diversified service delivery approaches, recreational programs, events, and outcomes
- Ability to deal effectively and authentically with customers and to use contemporary service excellence principles; establish and maintain effective working relationships with internal and external contacts; and communicate effectively both orally and in writing
- Ability to plan, train, supervise, inspire and evaluate the work of staff and volunteers engaged in programming, clerical, janitorial and other functions related to the operation of the facility and related program areas
- Ability to prepare budgets, monitor expenditures and conduct programs within budget allocations and to prepare and maintain reports, records and correspondence
- Thorough knowledge of the rules, regulations and policies governing the work performed and of the methods, procedures and practices used in the operation of a community recreation centre and related services and contracts
- A valid Standard First Aid and CPR certification is preferred.
- Ability to pass and maintain a clear Police Information Check with Vulnerable Sector Check.

**What we offer:**

Work-life balance – 35 hour work week plus vacation and optional compressed day off program  
 Health and wellness – comprehensive benefits, plus other wellness-focused programs and benefits  
 Retirement benefits – including municipal pension plan  
 Career development – ongoing learning, leadership development, and education development program

**Apply online with your resume and cover letter in one document at [www.newwestcity.ca/employment](http://www.newwestcity.ca/employment) by February 21, 2024.**

*To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.*

*New Westminster is on the unceded and unsurrendered land of the Halq'eméylem-speaking peoples. It is acknowledged by the City that colonialism has made invisible their histories and connections to the land. We are learning and building relationships with the people whose lands we are on.*

*We thank all applicants for their interest and advise that only those selected for an interview will be contacted. This position is only open to those legally entitled to work in Canada.*