



BUILD A CITY. BUILD A FUTURE.



Park Operations Coordinator – Urban Forest Stewardship

As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation.

*City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward. **Build a City. Build a Future** at the City of Surrey*

SCOPE

Surrey's Urban Forest Stewardship team engages the community in a wide range of projects, programs and events, with the goal of increasing awareness, appreciation and stewardship of Surrey's urban forest. Programming takes place in parks and other locations throughout the City.

This is an advanced level of professional work related to guiding a team in the development, promotion and delivery of specialized urban forest education, public engagement and stewardship programs for schools and the community on a citywide basis. Responsibilities include working with diverse community partners; collaborating with staff in other functional areas; coordinating volunteers; organizing and hosting community events; producing educational, interpretive and marketing materials; and providing environmental education outreach to the public.

EMPLOYMENT STATUS

Union - CUPE Local 402 - Regular Full-Time

RESPONSIBILITIES

- Preparing and monitoring annual work plans and budgets
- Preparing applications for grants, sponsorships, and donations
- Supervising staff, volunteers and contractors as well as assisting in recruitment and training
- Organizing and facilitating stakeholder meetings; resolving issues in consultation with the community, government agencies, and non-government organizations
- Preparing and presenting reports to Advisory Committees and management
- Participating on integrated service teams and committees in the delivery of department and corporate programs and initiatives

As a Parks Operations Coordinator, you will have:

- Superior public relations and interpersonal skills
- The ability to make independent decisions and exercise sound judgment and initiative while performing the duties of the position
- The ability to establish and maintain effective working relationships
- Strong oral and written communications skills and team leadership skills
- Demonstrated program planning and evaluation skills
- Strong analytical and organizational skills

QUALIFICATIONS

- Graduation from a recognized university, college or technical institute with five years related experience or graduation from a recognized vocational school complete with a trade qualification and a combination of knowledge and experience.
- Valid B.C. Driver's License
- Eligibility to register as a Certified Arborist, ISA

OTHER INFORMATION

Hourly Rate: \$ 47.52

APPLY

If you are interested in this opportunity, please apply at <https://www.surrey.ca/about-surrey/jobs-careers> to Job ID 5772