

Township of Langley

Job Title:	Parks Service Coordinator
Competition Number:	24-U044
Employment Type:	Regular Full-Time
Pay Rate:	\$34.63 - \$40.74 per hour (five steps, 2024 rates), plus benefits
Hours of Work:	Hours of work are 40 hours per week, 8 hours per day between 6:00am and 11:00pm; Non-standard hours and/or non-standard work week
Competition Opening Date:	March 4, 2024
Competition Internal Closing Date:	March 12, 2024
Competition External Closing Date:	March 18, 2024

Job Overview

The Township of Langley is currently recruiting for a regular full-time **Parks Service Coordinator** to join our team of professionals in the Public Works Division, Parks Operations Department. Reporting to the Manager, Parks Operations, in this unionized position you will be expected to coordinate and organize the use of a variety of Parks facilities and school district sports fields.

Responsibilities

- Coordinate and organize bookings and allocation of Township Parks facilities and School District sports fields
- Prepare schedules, ensure that fees are collected and resolve scheduling and related issues as they arise
- Attend meetings and liaise with community sports associations, school officials and user groups
- Identify and assess the needs and interests of sport field users and prepare reports on recommendations
- Coordinate, schedule, and plan sport tournaments/special events and serve as the liaison for filming in parks
- Oversee activities to ensure that required rules and regulations of behaviour and safety are maintained
- Perform related work as required

Qualifications

- Diploma in Community Recreation or a related discipline plus some related experience in synthetic and turf grass management or an equivalent combination of training and experience
- Sound knowledge of the principles and objectives of community sport, special events and parks operations/maintenance
- Knowledge of policies, procedures, bylaws, and rules related to allocation of park facilities and operations
- Ability to establish and maintain effective communication with a variety of internal/external contacts

This position is defined by the Township of Langley as a position of trust and requires a Police Information Check (not required as part of the application process, however, will be required upon consideration for employment).

Required Certifications/Licenses

Candidates **must** have the following valid and **current** certifications/licenses (must be valid at the time the posting closes) and these **must** be attached with your application.

- BC Class 5 (full-privilege) Driver's License or equivalent driver's license for where you reside. You must include with your application a current **Personal Driving Record (select the 5-year option if obtaining online)** that has been obtained within 6 months of the closing date. To obtain a copy of your **Personal Driving Record**, please contact ICBC directly or the driving authority where you reside. Please note that a copy of your Driver's License or Drivers Factor Report **will not** be accepted.

Applications without the attached required documents above will be deemed incomplete and may not be considered. Please title your attachments with the number of this competition and have these documents ready to upload when you apply.

Apply Now

Visit tol.ca/careers to apply for this exciting career opportunity in a growing community. The Township of Langley is an equal opportunity employer.

We appreciate all applications; however, only short-listed candidates will be contacted for an interview.

