

DEPARTMENT:	<i>Parks and Recreation</i>	STATUS:	<i>Regular Full-time</i>
NO. OF POSITIONS:	<i>One</i>	UNION:	<i>CUPE Local 387</i>
HOURS OF WORK:	<i>35 hours per week*</i>	SALARY:	<i>\$65,908 - \$77,523 annually (2024 rates) + comprehensive benefits package</i>

The City of New Westminster Parks and Recreation Department is seeking an energetic and community minded Program Coordinator who is able to identify and assess community needs and interests in the development, implementation and administration of community services programs across the city. Based out of Queensborough Community Centre, you will work at a variety of recreation facilities with a group of diverse and dedicated staff to develop, implement, coordinate, evaluate and administer one or more segments of a recreation program and will also be responsible for planning, assigning, supervising and scheduling the work of contractual instructors, volunteers and a small group of staff.

Key Duties, Responsibilities and Knowledge:

- Considerable knowledge of programming requirements and standards of leadership and teaching methods and techniques.
- Considerable knowledge of the philosophy and objectives and the means to develop and coordinate recreation and community services programs, activities, services and events with a specific emphasis on assigned program areas.
- Sound knowledge of the needs and interests of the assigned target groups and the methods of determining those needs.
- Sound knowledge of community resources related to the assigned program areas such as government agencies, private corporations and institutions, not-for-profit organizations and other groups.
- Considerable independence of judgement and action in the performance of assigned duties, within the limits of established policies and procedures.
- Sound knowledge of supervisory methods, techniques and procedures.
- Working knowledge of policies, bylaws and regulations and the policies and procedures of the Department.
- Ability to exercise initiative and judgement and to work independently in the planning, development, coordination, implementation and evaluation of programs and events.
- Ability to plan, assign, supervise, and evaluate the work of staff, volunteers and contractual instructors and to assist in hiring and training.
- Ability to address unusual and difficult problems and policy matters with the assistance of a supervisor/manager who reviews work performance in terms of effectiveness and quality of programs and attainment of desired goals and objectives.
- Ability to establish and maintain effective working relationships with a variety of external and internal contacts and to develop community interest and involvement in programs offered.
- Ability to communicate effectively in writing and orally with a diverse group of individuals.
- Ability to draft budgets, monitor expenditures and conduct programs within budget allocations and to prepare and maintain reports, records and correspondence.
- Ability to maintain control of activities within a facility and to enforce rules with diplomacy.

Requirements include:

- Degree in recreation or related field plus a minimum of 2 years of related experience, including supervisory experience in the recreation field or other applicable areas; or diploma in recreation and 3-5 years' experience in recreation administration and programming including supervisory experience; or equivalent combination of education, training and experience as deemed suitable by the employer.
- Standard First Aid and CPR Level "C"/AED.
- Applicants must be able to pass and maintain a clear Police Information Check.
- Valid Class 5 BC driver's license and access to a vehicle is an asset.

****This position is required to work a flexible schedule, which could include any combination of days and hours, weekdays and weekends***

**Apply online with your resume and cover letter in one document
at www.newwestcity.ca/employment by April 18, 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 unsundered 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.*