

DEPARTMENT:	Parks and Recreation	STATUS:	Auxiliary
NO. OF POSITIONS:	Two	UNION:	CUPE, Local 387
HOURS OF WORK:	*See Below	SALARY:	\$29.49 to \$34.62 per hour Plus 12% in lieu of benefits

The Century House-Youth Centre facility is seeking outgoing, energetic and self-motivated individuals to join their team in providing volunteer supervision and support, customer service and recreational leadership, as well as performing facility operational support in this multi-purpose recreation facility. The Recreation Leader Attendant will play an integral role in the Century House operations. Their role will include scheduling, recruitment and supervision of facility focused volunteers. They will provide customer service and front counter support tasks, such as supporting program registration and rental services, recreational leadership, minor room set-ups. You will support the delivery and implementation of a variety of social, sport, fitness, special events and/or general interest activities, while also collaborating with other facility team members and coordinating volunteers engaged in facility operations.

If you have the following qualifications and attributes, we want to meet you!

- Completion of/or enrollment in a 2 year post-secondary program in Recreation supplemented by customer service, recreational and building maintenance experience, or an equivalent combination of education and experience deemed suitable by the City.
- Demonstrated exceptional customer service skills in order to establish and maintain effective working relationships with supervisors, volunteers, program participants and rental customers.
- Experience in the area of volunteer supervision, support and coaching.
- Sound knowledge of organized recreation principles and practices including the safe and proper use of equipment and facilities.
- Working knowledge of the methods, materials, tools and equipment used in janitorial work.
- Ability to communicate ideas and viewpoints effectively, both orally and in writing.
- Ability to prepare and maintain records, reports and correspondence related to the work.
- Ability to work independently under minimal supervision.
- The successful candidate must be able to pass and maintain a clear Police Information Check with Vulnerable Sector (PIC-VS) check.
- Valid Level 1 First Aid, CPR, and AED.
- WHMIS certification and experience with registration and membership software.
- Driver's License for the Province of British Columbia is preferred.
- Preference may be given to applicants with Volunteer Management experience.

****The successful incumbent will be available to work approximately 20 hours per week on an auxiliary basis and will be scheduled as operationally required. This position works a non-standard work schedule, including days, evenings and weekends.***

Apply online with your resume and cover letter in one document at www.newwestcity.ca/employment by July 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.