

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>\$36.09 - \$42.45 per hour (2024 rates) + comprehensive benefits package</i>

We are seeking an energetic, dynamic, and organized Program Coordinator to join the Community Recreation team. Working out of both tāmasewtx™ Aquatic and Community Centre and Queensborough Community Centre, with a group of diverse and dedicated staff, you will plan, develop, schedule, coordinate and implement a portfolio of recreation programs. The work involves supervising program staff, establishing and maintaining liaison with a variety of internal and external contacts, promoting and publicizing interest and participation in program activities, and assisting in the preparation and monitoring of program budgets. You will work to identify and assess community needs and interests in the development, implementation and administration of a portfolio of early years and preschool programs for ages 0-5 years across the city.

Key Duties, Responsibilities and Knowledge:

- Considerable knowledge of the principles, practices and objectives of organized community recreation.
- Knowledge and experience with early years and preschool programming for 0-5 years is considered an asset including experience with licensing requirements, early learning and child development.
- Sound knowledge of the recreational interests, needs and resources of the community served.
- Sound knowledge of the policies, procedures, rules and regulations governing the work performed.
- Sound knowledge of teaching methods and group leadership techniques related to the work.
- Considerable knowledge of the philosophy and objectives and the means to develop and coordinate recreation and community services programs, activities, services and events.
- Sound knowledge of supervisory methods, techniques and procedures.
- 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 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.
- Valid BC License to Practice Certificate – Early Childhood Education (ECE) is considered an asset.
- 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. This position typically works a Sunday – Thursday workweek.***

Apply online with your resume and cover letter in one document at www.newwestcity.ca/employment by January 26, 2025.

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.*