

DEPARTMENT:	Parks and Recreation	STATUS:	Regular, Full Time
NO. OF POSITIONS:	One	UNION:	CUPE, Local 387
HOURS OF WORK:	35 hours per week	SALARY:	\$33.24 - \$39.14 per hour (2024 rates) + comprehensive benefits package

New Westminster continues to be a growing and innovative city within Metro Vancouver. The City was awarded a gold award in excellence for policy planning with its Seven Bold Steps to address climate change. Our new təməsewtx[™] Aquatic and Community Centre was planned to embody this vision and gained recognition as the first aquatic centre in Canada to achieve the Canadian Green Building Council Zero Carbon Building standard. The City of New Westminster is seeking an Assistant Program Coordinator – Fitness and Wellness to support the growth of our community fitness services. You will assist in the planning, development, implementation, coordination, evaluation and administration of fitness and wellness related services; plan, assign, co-supervise and assist in scheduling instructors, volunteers, a small group of fulltime staff and a large group of auxiliary staff. This position will play a key support role in developing and implementing fitness programs and services at all City of New Westminster indoor and outdoor spaces.

If you have the following characteristics and qualifications, we want to hear from you:

- Completion of a two-year post-secondary recreation program supplemented by recreation experience or an equivalent combination of education and experience deemed suitable by the employer may be considered.
- Knowledge of the principles, practices, and objectives of community recreation, fitness and wellness programming.
- Strong skills in planning and implementation of services and activities.
- Resolution of public service complaints in accordance with the established policies and procedures.
- Experience and knowledge in supervision and direction of assigned areas.
- Knowledge of fitness principles, standards and proven practices considered an asset.
- Demonstrated organizational abilities to prioritize the work required.
- Strong conflict resolution and customer service abilities.
- Experience in building and maintaining relationships with staff, community members and organizations.
- Experience with marketing and promotion of services.
- A high degree of accuracy and attention to detail.
- Ability to work independently and perform tasks with minimal supervision.
- Ability to follow through on small project from beginning to end.
- Ability to communicate effectively, both written and orally.
- Proficiency in the use of various software applications, including Microsoft Office Suite, Xplor Recreation, and other related software related to the field of recreation.
- Standard first Aid Certification and CPR Level C is required.
- The successful applicant must be able to pass and maintain a clear Police Information Check, including a Vulnerable Sector Check.

What We Offer:

- Work-life balance – 35 hour work week plus paid vacation and optional compressed day off program
- Health and wellness – comprehensive benefits, plus other wellness-focused programs and benefits
- Retirement benefits – including municipal pension plan
- Career development – ongoing learning and development program and education opportunities

This position works a flexible schedule and non-standard hours, including the possibility of evenings and weekends. Schedule adjustment and remote work may be necessary on occasion due to operational needs.

Apply online with your resume and cover letter in one document at www.newwestcity.ca/employment by February 2, 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.