

## RECREATION PROGRAM COORDINATOR Regular Full Time

### About Us

One of BC's Top Employers, the City of Coquitlam offers meaningful career opportunities to make a difference within the local community. As the sixth largest city in BC, we are home to more than 150,000 residents. Our diverse municipality is a great place to work as it continues to grow through innovative urban design, inspiring arts, culture and recreation programs, and state-of-the-art transportation systems. Our brand is built on managing our resources in a responsible and sustainable manner, while supporting a vibrant, growing regional urban centre. We envision a bright future in Coquitlam that we hope includes you!

### About You / What We Are Looking For

The City of Coquitlam is currently seeking a dynamic Recreation Program Coordinator to join our team of recreation professionals at the Poirier Community Centre. In this exciting opportunity, this position will take a leadership role to coordinate the development of a variety of recreation programs at Poirier Community Centre and several smaller sites. We are seeking an individual who can adeptly identify community needs to formulate new and/or revise existing recreational programs in order to satisfy the public's interests. This position will perform recreational programming for a variety of ages, with a focus on early years, children and youth, along with drop-ins, events and special events.

Other responsibilities of this position include:

- Planning, assigning, supervising, and recruiting the work of instructors and volunteers, and ensuring that a high level of customer service is met.
- Building strong relationships with a variety of internal and external contacts, partners, as well as members of the community.
- Working with the city Recreation Program Coordinators team to update the Recreation Programming Framework to ensure consistent design, delivery and evaluation of programs.

### Minimum Qualifications

The successful candidate will have graduated from a University or community college with a degree or diploma in community recreation or a related field. You will also have at least 3 years of related supervisory or volunteer coordination experience. Please note that an equivalent combination of training and experience may be considered. A valid Driver's License for the Province of British Columbia is required.

### Preferred Qualifications

The following certifications would be considered assets:

- High Five
- National Coaching Certification Program (NCCP) certification.
- Standard First Aid Certificate.
- CPR Level C.

Knowledge of and experience in working with school district staff in a shared facility would be considered an asset. Please also note that experience working with persons of all ages and abilities, as well as experience working with community groups and/or advisory boards are assets.

### What We Offer:

This CUPE position has an hourly rate range of \$37.32 - \$43.93/hour (2025 rates). The rate of pay is based on a variety of factors including qualifications, knowledge, experience and skills.



You will have the chance to join a rapidly growing and diverse team dedicated to supporting the local community, and be able to engage in variety of learning and development opportunities. Additionally, there is an opportunity to participate in an earned day off/flex day program. This position is based in Coquitlam. The City offers an attractive vacation and extended benefits package, including the ability to contribute to the Municipal Pension Plan.

### **Accessibility / Equal Opportunity Employer**

The City of Coquitlam is proud to be an Equal Opportunity Employer working towards enhancing equitable practices in our recruitment and retention processes. As an organization we are committed to creating an inclusive work environment to support our growing and diverse work force. To learn more about what equity, diversity, and inclusion means, and the City's efforts in support of these principles, please visit [coquitlam.ca/edi](http://coquitlam.ca/edi) for more information.

If at any time during the application or recruitment process you require additional assistance or an accommodation, please contact our team for confidential support. Staff can also provide in-person support if required.

Applicants under consideration may be required to undergo a police information check (with no adverse reports).

Good people make Coquitlam great, sign up for career alerts through our recruitment portal to stay up to date about opportunities within our team, or follow us on [LinkedIn](#) to learn more about how #YouCouldWorkHere too!

**Please apply online at [www.coquitlam.ca/careers](http://www.coquitlam.ca/careers) by 11:55 pm on February 28, 2025.**

*We thank all applicants for their interest; however, only those selected for an interview will be contacted.*