



COMMUNITY PROGRAM INSTRUCTOR

Part-Time

Internal/External Posting No. 2025-29

Department:	Community Services
Internal/External Posting Date:	March 21, 2025
Internal/External Closing Date:	April 6, 2025
Hourly Rate:	\$23.63 after probation
Hours of Work:	25 hours per week
Competition No.:	2025-29

The City of Dawson Creek is seeking to hire a part-time (25 hours per week) Community Program Instructor to assist with the delivery of community recreation programs. Under the direction of the Community Culture & Recreation Manager, Community Program Coordinator or designate, the Community Program Instructor oversees recreation activities including sports programs, and camps. The instructor is also responsible for gym monitoring and instructing drop-in programs. The instructor will operate with minimal supervision, may occasionally develop lessons plans or lead other staff.

Requirements:

- Must have a minimum of a valid Class 5 Driver's License,
- OFA Level 1 (or equivalent) with CPR C and AED Certification and,
- Satisfactory Criminal Record/Vulnerable Sector Check through the RCMP.
- High Five: Principles of Healthy Child Development certification.

What You'll Do:

- Supervise and assist with drop-in programs including sport programs, camps, the After School Sport and Art Initiative (ASSAI) and other recreational activities.
- Instruct the ASSAI program, ensuring the effective facilitation of both sport and art/crafting components. Additional responsibility include the preparation and set-up of snacks for participants.
- Program Instructors are responsible for supervision during the program, implementation of the program including opening and closing of building, setting up, and post-program clean up as necessary.
- Manage cash and electronic transactions for recreation program activities.

The ideal candidate possesses the capacity to perform all duties in a safe manner while fostering positive relationships with both the public and fellow staff. Please include copies of any relevant certification with your application.

Candidates should submit a résumé by emailing a pdf to resumes@dawsoncreek.ca, with the job posting name and number in the subject line, no later than 11:59 pm on the closing date referenced above. The City thanks all applicants for their interest; however, only those selected for an interview will be contacted.

The City of Dawson Creek is committed to accommodating persons with disabilities whenever reasonably possible during the selection and employment process. You must be legally entitled to work for any employer in Canada to be eligible for this position. By applying for this position, you are giving permission for the City to contact your previous employers and references.