



PARKS PARTNER 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

Are you passionate about Sports and are excited about working with community volunteers in increasing activity in our community? If so, this position is for you! We are currently looking for a Regular Full Time Parks Partner Program Coordinator to join our ever growing Parks, Recreation, Culture and Facilities team.

As a Parks Partner Program Coordinator working with the Sport Services Team, you will be responsible for coordinating and implementing a variety of community sport programs in our parks. This will entail preparing content for programs to increase participation in sport and continue to keep our community active. This will also include recruiting, orienting and overseeing volunteers who will be assisting with sport programming. You will use your sport knowledge to assist in the facility allocation, provide superior customer service and support during sporting events. Furthermore, you will use your excellent communication skills to promote interest in the programs to the community, as well as utilize your relationship building skills to maintain strong relations with a variety of internal staff and the public.

In this role, you will perform various parks maintenance tasks, utilizing tools such as power mowers, line trimmers, leaf blowers, and other power equipment to ensure the proper upkeep of hard surfaces, lawns, and related areas.

If you would like to pursue your passion for sport and working with volunteers in community engagement, while working in a parks maintenance setting, we look forward to your application!

Minimum Qualifications

- High school diploma supplemented by completion of a horticulture certificate or diploma.
- At least three years of experience in general parks maintenance and gardening work and volunteer coordination. Please note that an equivalent combination of training and experience may be considered.
- Ability to work non-standard hours including afternoon, evening and weekend work.
- Driver's License for the province of BC.

What We Offer:

This CUPE position has an hourly rate of \$37.15. 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 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 and submit an acceptable police information check.

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 by 11:55 pm on April 30, 2025.

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