



## RECREATION SERVICES ATTENDANT

West Kelowna is a thriving city that has a rural sophistication appeal and is a haven for outdoor recreation. Sun-soaked lakeshores, agricultural charm, and access to urban jobs and living have made West Kelowna the place to be. We maintain a deep connection with our agricultural roots, and we celebrate the one-of-a-kind character of our community.

### What We Offer:

Improved vacation package, 3 weeks prorated in 1st year/4 weeks vacation at 2 years, competitive salaries, excellent benefits, numerous employee wellness incentives, an earned time off program and professional development opportunities. Build your future with a City who was proudly presented the BC Municipal Safety Association Organizational Safety Excellence Award for leadership, dedication, and diligence in creating a safer and healthier workplace.

### Summarized Position Responsibilities:

The City of West Kelowna is seeking a Recreation Services Attendant to support the delivery of recreation and cultural programs, community initiatives, and special events. Reporting to the Recreation Supervisor, this role involves interacting with the public, community groups, instructors, and volunteers to ensure successful program execution. Responsibilities include assisting with planning and implementation, promoting programs and events, setting up and taking down equipment, maintaining program supplies, opening and closing facilities, and occasionally leading programs. The position also includes fee collection, supporting new team members, and performing a variety of other related duties as required.

### Our Ideal Candidate:

- Grade 12 education
- A minimum of 2 years' experience in Recreation, Sports and Leisure, or a combination of education and experience
- Basic First Aid
- Ability to obtain and maintain a Police Information Check with Vulnerable Sector
- Valid Class 5 BC Drivers' License
- Post-secondary education in Recreation, Sport, and Leisure (preferred)
- Good organizational skills, with the ability to plan and prioritize effectively
- Able to take initiative, work independently, and exercise good judgment in the implementation of programs and events
- Demonstrated computer skills in Microsoft office Suite (Outlook, Word, Excel, PowerPoint, Publisher)
- Strong customer service skills
- Excellent communication skills – verbal and written
- Computer graphics skills
- Ability to work flexible work hours, including evenings and weekends as needed

Applications are accepted online at [westkelownacity.ca/jobs](https://westkelownacity.ca/jobs). We thank all applicants for their interest; however, only those selected for further consideration will be contacted. We will be contacting applicants who meet our requirements as applications are received and this posting may close ahead of the official closing date if a successful candidate is identified.

**Competition No. 25-58E | Opens July 9, 2025 | Closes August 11, 2025**

**Full Time – Permanent | 35 hrs/wk | \$33.03/hr**

**Benefits | Municipal Pension Plan | 4 weeks vac at 2 years**