
Recreation Worker 3 (Heritage Programs Assistant)

DEPARTMENT:	Community Services	STATUS:	Auxiliary
NO. OF POSITIONS:	One	UNION:	CUPE, Local 387
HOURS OF WORK:	Approx. 10 hours/week*	SALARY:	\$27.20 - \$29.46 per hour (2024 rates) + 12% in lieu of benefits

As a central hub in the Metro Vancouver area, the City of New Westminster delivers a broad spectrum of urban services to over 85,000 residents. New Westminster is rich in history with a viable and thriving economy and has a population representative of the diversity of the region. The City is staffed by talented and dedicated employees who work together to achieve its strategic vision. We have earned a proud reputation for civic leadership, service delivery, and outstanding employee relations.

The New Westminster Museum and Archives is seeking an auxiliary Recreation Worker 3 (Heritage Programs Assistant) that will begin September 2025. The hours of work for this position will be approximately 10hrs/week, and the position will work a non-standard schedule including days, evenings, weekends and statutory holidays. Hours are anticipated to be worked on Thursdays and Sundays, but may be subject to change due to operational needs.

Assisting a variety of heritage activities at the New Westminster Museum & Archives, Irving House, and Samson V., an incumbent assists with program development and facilitation, designs and schedules promotional material for programs and services, and assists with operational support across facilities. Considerable independent judgement and action are exercised within established guidelines. Difficult or unusual problems are referred to a supervisor who evaluates work performance for effectiveness and conformance with established policies and procedures.

Duties include (but not limited to):

- Assist with the research and development of heritage programs.
- Perform educational heritage programming for school children and the public.
- Provide facility supervision support at Irving House, Samson V, the City Archives and New Westminster Museum.
- Liaise with museums and archives staff and volunteers.
- Assist with regular social media and marketing tasks.

Requirements include:

- Post-secondary coursework in museum studies, education, history, anthropology or knowledge management.
- Demonstrated experience in organizing groups, programs, and services in an educational setting.
- Keen interest in working with diverse communities to research and tell inclusive stories.
- Ability to work co-operatively, as part of a team.
- Excellent oral and written communication skills as well as excellent organization and interpersonal skills.
- Familiarity with Microsoft Office and the Adobe Creative suite.
- First aid training is an asset.
- Ability to successfully pass and maintain a satisfactory Police Information Check.

****This position is an auxiliary role with flexible hours and duration based on the department's needs.***

Apply online with your resume and cover letter in one document at www.newwestcity.ca/employment by August 6, 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.*