



**PROGRAM FACILITATOR**  
Part-Time, Term  
Internal/External Posting No. 2025-59

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Department:	Community Services
Internal/External Posting Date:	July 25, 2025
Internal/External Closing Date:	August 10, 2025
Hourly Rate:	\$28.09 after probation
Hours of Work:	30 hours per week
Competition No.:	2025-59

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**\*\* Please note this is a term position from September 1st, 2025, till April 1st, 2026 \*\***

Under the general supervision of the Community Program Coordinator, Community Recreation Programmer or designate the Community Program Facilitator is responsible for the site supervision and leading of a variety of drop in and pre-registered recreation activities for all ages. Programming includes summer camps, non-instructional days, and free events. The Community Program Facilitator will operate with minimal supervision, develop lesson plans, and lead other staff.

**Requirements:**

- Computer proficiency, including use of the Microsoft Office Suite and Adobe Acrobat.
- Must have a valid driver's Class 5 driver's license and means of transportation.
- OFA Level 1 (or equivalent) with CPR C and AED Certification.
- Minimum of one-year related experience in program/lesson, planning, scheduling and implementation.
- Satisfactory Security/Reliability Clearance and Criminal Record Search through the RCMP.

**What You'll Do:**

1. Implement programs, including opening/closing buildings, setting up, and post program clean up as necessary. Monitor Recreation Program facilities and equipment for safety, cleanliness, and security.
2. Perform office-related tasks including but not limited to program registration, class tracking, report writing, scheduling of facility use, and minute taking using Microsoft Office.
3. Assist with planning, developing, scheduling, and implementing a variety of specified recreation programs and seasonal events.

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](mailto: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.*