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RECREATION SUPERVISOR - COMMUNITY SERVICES ASSISTANT 5

*As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation. City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward. **Build a City Build a Future** at the City of Surrey*

SCOPE

The City of Surrey's Recreation Services division aims to build healthy communities where all people are active and engaged for life. As part of this commitment, Recreation Services is looking for a Community Services Assistant 5 Regular Part-Time (RPT). This position plays a vital role in shaping the quality and impact of Surrey's recreation programs. This position not only oversees the planning, scheduling, and implementation of diverse recreation and fitness initiatives and programs but also prioritizes the growth and development of an engaged team of fitness professionals. By fostering a supportive environment focused on ongoing learning, mentorship, and professional advancement, the Recreation Supervisor empowers team members to excel in their roles and deliver exceptional experiences to program participants.

In this capacity, the Recreation Supervisor contributes to building a dynamic community where both staff and residents can thrive and grow.

EMPLOYMENT STATUS

Union - CUPE Local 402 – Regular Part-Time (28 Hours per week)

RESPONSIBILITIES

The Community Services Assistant 5 is responsible for organising, scheduling, and delivering a range of programmes. These may encompass fitness portfolio projects, group fitness classes, personal training sessions, and registered fitness activities, among others. Key duties include:

- Plan, schedule, implement, and evaluate a wide range of fitness programs and services.

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- Oversee hiring, training, and supervision of staff and volunteers, ensuring adherence to City policies and procedures.
- Motivate and lead teams of fitness professionals, applying industry best practices.
- Manage program registration, maintenance, and updates in PRCMS.
- Provide courteous and professional information to the public about programs and facilities.
- Collaborate with the community to develop recreation fitness opportunities.
- Demonstrates a commitment to excellent customer service by addressing inquiries and concerns promptly and courteously.
- Strives to create a welcoming environment for all participants, ensuring positive experiences and satisfaction with programs and facilities.
- Support marketing, promotion, and city-wide initiatives and events.
- Perform other related duties as required.

KNOWLEDGE, ABILITY & SKILL

- The ability to remain calm and problem solve in the face of conflict.
- Strong interpersonal and public relations skills.
- Works well independently and in a team setting.
- Organized and able to complete administrative tasks efficiently and with attention to detail.

QUALIFICATIONS

- Graduated from a recognized university or college level program.
- Two years progressively responsible experience in recreation, including supervision, or an equivalent acceptable combination of training and experience.
- A current Emergency First Aid and CPR certificate.
- A valid BC Driver's License with safe driving history.
- Eligibility to register with BCRPA in relevant Specialty or an acceptable equivalent.

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- BCRPA Teachers of Fitness Leaders (TFL) and Supervisors of Fitness Leaders (SFL) certification would be an asset
- High Five Certification or an acceptable equivalent.
- Consent to disclosure of Criminal Record Information

OTHER INFORMATION

Hourly Rate: \$32.04

Year	Hourly Rate
Year 1	\$32.04
Year 2	\$32.86
Year 3	\$33.83

APPLY

If you are interested in this opportunity, please apply at <https://www.surrey.ca/about-surrey/jobs-careers> to Job ID 6647.

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