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Recreation Coordinator - McLaren & Sport Facilities

Posted 24-Sep-2025 (PST) | Recreation | \$ 37.55-41.72 per hour | Hourly | Full-time Permanent | CUPE | Attractive benefits, vacation and pension package

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Penticton is a vibrant, innovative, healthy waterfront city focused on sustainability, community, and economic opportunity. At the City of Penticton, our goal is to serve our residents, businesses, and visitors through good governance, partnership and the delivery of effective and community-focused services.

The City of Penticton's **Recreation Department** is in search of a highly motivated and energetic individual for the permanent position of **Recreation Coordinator - McLaren & Sport Facilities**. The Recreation Department promotes and contributes to a healthy community and enhances the quality of life for Penticton residents and visitors through planning, management and delivery of recreation, sports events and active living opportunities.

Reporting to the Recreation Business Supervisor, the Recreation Coordinator's role supports the City's strategic direction in recreation and sport programming. The Recreation Coordinator is responsible for bookings and coordination of programs at various indoor and outdoor City facilities, including McLaren Arena and outdoor sport fields. This role is part of the Recreation Department team responsible for delivery of recreation, sport, events and active living opportunities.

Key Duties & Responsibilities:

- Coordinate and book sports and events at City sport fields, McLaren Arena, and other designated indoor and outdoor facilities as required.
- Create and adapt sport rental contracts and associated rental costs, using Xplor Recreation software.
- Coordinate supplies, equipment and facilities required for bookings, including scheduling for washrooms, field lights, etc.
- Communicate and build relationships with user groups and members of the public, internal City departments, and external contractors and suppliers.
- Responsible for hiring, training, scheduling and overseeing seasonal staff at McLaren Arena, while ensuring the accuracy and effective operation of the point-of-sale system.
- Respond to relevant booking inquiries and provide quotes, information and availability as necessary.
- Develop and coordinate City recreation programming areas as required, including McLaren Arena.
- Work with Recreation Coordinators to resolve any conflicting booking requests at outdoor facilities.
- Provide support and backup coverage for the Recreation Coordinators as needed.
- Provide required program and promotional information for other assigned areas of responsibility for Recreation guide, news releases, radio announcements, social media, etc.
- Assist in preparing budgets for review and approval, monitor approved budget expenditures, compile program and facility statistics, and prepare reports and correspondence.

Required Knowledge, Abilities & Skills:

- Considerable knowledge of the principles, practices, and objectives of community recreation.
- Demonstrated exceptional organizational and communication skills.
- Ability to work a variety of hours, which may include evenings and weekends.
- Exceptional oral and written communication skills.
- Ability to take initiative, exercise good judgement, and to work independently in the development, coordination and implementation of programs and events.
- Working knowledge of Microsoft Office Suite.
- Knowledge of Recreation Software (Xplor Recreation) will be considered an asset.
- Proven experience overseeing staff and volunteers of various skill levels, ensuring effective team performance.
- Ability to demonstrate professionalism.
- Ability to exhibit leadership, maintain control and exercise discipline with tact and diplomacy in all situations.

Education, Training & Experience:

- Minimum 2-year diploma in Recreation/Leisure Services or a related discipline at a recognized institution.
- Minimum two to four years' demonstrated sport, event, or project management experience or equivalent combination of events managed.
- Valid BC Driver's License - Minimum Class 5.

At the City of Penticton, we recognize that great talent and great ideas come from a variety of backgrounds. Tapping into the diversity of our community makes us all stronger and allows us to serve Penticton even better.

That's why we welcome all applicants to consider joining our team. We encourage Indigenous persons, people of colour, all genders and expressions,2SLGBT2QIA+, persons living with disabilities, and others who reflect our ever-changing workplace to apply.

If you are seeking a challenging opportunity and possess the above mentioned qualifications, we would love to hear from you! We welcome your cover letter and resume. This posting will be open until **October 8, 2025**.

Schedule: Full-Time Permanent (35 hours per week)
Wage: \$37.55 - \$41.72 per hour (Pay Grade 8, CUPE)
Benefits: Attractive benefits and vacation package.
Competition #: 25-120

Apply Now

** Fields Are Required*

What is your full name?

First Name*

Last Name*

How can we contact you?

Email*

Phone Number*

Cell

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