

Youth DJ Program Instructor

DEPARTMENT:	Parks and Recreation	STATUS:	Auxiliary
NO. OF POSITIONS:	1	UNION:	CUPE, Local 387
HOURS OF WORK:	Varies*	SALARY:	\$39.29 - \$41.78 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 City of New Westminster’s Youth Services team is seeking an enthusiastic and organized individual to join our DJ Program as a **Youth DJ Program Instructor**.

This weekly recreational program uses DJing as a vehicle to build confidence, communication skills, and community connection among youth. Participants don’t need any experience, just an interest in music and a willingness to try something new.

The successful candidate will support the Youth DJ Program in creating a positive, inclusive environment where youth can develop life skills through music. This position involves both program delivery and behind-the-scenes coordination and administration.

Key Responsibilities:

- Assist in planning and facilitating engaging DJ sessions that promote creativity, teamwork, and skill-building.
- Promote a welcoming and inclusive environment for youth of all backgrounds and abilities.
- Support youth DJs at community gigs and help them prepare and perform with confidence.
- Support setup, operation, and troubleshooting of DJ and audio gear.
- Book DJs for events and coordinate details with organizers and Youth Services staff.
- Conduct pre-event site visits when needed and ensure all logistics are in place.
- Handle related administrative tasks including scheduling, invoicing, and tracking events.
- Safely transport youth and equipment to and from events.

Qualifications:

- Completed coursework in Music Technology or a related field.
- Experience with Traktor software and hardware, Mac OS, and audio equipment.
- Strong problem-solving skills and ability to troubleshoot live audio/technology issues.
- Experience working with children or youth is an asset.
- Teaching or mentorship experience, especially in music or creative arts, is an asset.
- Excellent communication and organizational skills.
- Ability to support youth with varying confidence levels and skillsets.
- Valid Class 5 BC Driver’s License and access to a reliable vehicle.
- Current First Aid Level 1 certification.
- Ability to successfully pass and maintain a clear Police Information Check with Vulnerable Sector check.

***Auxiliary/on-call hours based on program and event needs. Evening and weekend availability required.**

This is not a professional DJ certification program.
It's a fun and supportive space where young people can explore music, build skills, and grow.

We offer our employees great work-life balance, competitive salaries, comprehensive health, benefit and retirement plans (a percentage in lieu of benefits for auxiliary positions), education and training opportunities and challenging and rewarding work. Join a team of enthusiastic and innovative employees, and help us build a vibrant, compassionate, resilient city where everyone can thrive.

Please apply with your cover letter and resume in one document at www.newwestcity.ca/employment by **December 19, 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.*