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## Recreation Leader Attendant (Cultural Services)

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<b>DEPARTMENT:</b>	<b>Community Services – Anvil Centre</b>	<b>STATUS:</b>	<b>Regular Part Time</b>
<b>NO. OF POSITIONS:</b>	<b>One</b>	<b>UNION:</b>	<b>CUPE, Local 387</b>
<b>HOURS OF WORK:</b>	<b>28</b>	<b>SALARY:</b>	<b>\$29.49 - \$34.62 per hour (2024 rates) + benefits</b>

As a central hub in the Metro Vancouver area, the City of New Westminster delivers a broad spectrum of urban services to over 92,000 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.

Anvil Centre is seeking a regular part time Recreation Leader Attendant (RLA) to support the set up, administration and delivery of programs and rentals in the Anvil Centre studios, including registered programs, school programs, workshops, special events and community rentals. Core responsibilities include planning, coordinating and completing room set up/take down requirements; program registration; customer service; marketing support; inventory management; gallery monitoring; building supervision; light cleaning duties.

### Requirements:

- Completion of a two year community college program in a related field plus some custodial, community centre, or arts and cultural centre experience, or an equivalent combination of training and experience;
- Sound experience in building supervision, securing and maintaining a facility (opening and closing duties, light cleaning);
- Ability to demonstrate strong customer service skills and anticipate customer service needs;
- Ability to communicate effectively with internal and external stakeholders;
- Ability to demonstrate a professional demeanor in personal presentation and conduct;
- Experience with marketing and communications;
- Proficiency in social media platforms;
- Experience with Microsoft Office (word, excel, outlook);
- Level I First Aid, CPR and AED;
- Workplace Hazardous Materials Information System (WHMIS);
- Serving It Right certification; and
- Ability to successfully pass and maintain a satisfactory Police Information Check with Vulnerable Sector (PIC-VS) check.
- Ability to work flexibly as operational required, including weekdays, evenings, and weekends

Preference may be given to those who have familiarity or experience with arts and cultural programming, an understanding of artistic media and materials and proficiency with Perfect Mind/Xplor and Better Impact software.

**Apply online with your resume and cover letter in one document at [www.newwestcity.ca/employment](http://www.newwestcity.ca/employment) by March 10, 2026.**

We offer our employees great work-life balance, including competitive salaries, comprehensive health and wellness benefits and retirement plans (a percentage in lieu of benefits for auxiliary positions). We also offer a hybrid remote work schedule in accordance with our Remote Work Policy, opportunities for education and training, and engaging, rewarding work.

*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.*