

Assistant Sport, Recreation and Wellness Coordinator – Summer Student (Temporary, Full-Time) - 1903

Close Date

April 23, 2026

At the City of Kamloops, we believe in progressive and barrier-free recruitment for everybody every day. This means employment opportunities for all in a safe, inclusive and diverse workplace. We know our city is stronger when we hire qualified individuals from different backgrounds with diverse experiences, cultures and perspectives.

We are focused on creating the highest levels of service excellence, based on an organization-wide community culture that celebrates our employees who make it all happen. We are known as Canada's Tournament Capital and are famous for our hospitality and community spirit, traits that make us a leader! Recreation, sports, arts and culture, health care, social activities, volunteerism, and affordable housing all meld to form a unique blend of big-city amenities with small-town ambience. This is Kamloops!

Let's make Kamloops shine! Join our team today.

Position Overview

Want a summer job where you can learn, connect, and make a real impact in your community? Join our team and help support the programs and services that keep our city active and thriving.

In this role, you will assist Coordinators, Supervisors, instructors, and community partners by supporting the day-to-day delivery of recreation and wellness programs. Your tasks might include helping with program setup, managing registrations and schedules, answering questions, organizing information, and providing behind-the-scenes support to keep everything running efficiently.

This role is part of a bigger team effort. Everyone plays a part in creating positive experiences for the community, and your contributions help make that happen.

Success in this role means being organized, approachable, and ready to jump in where needed. You enjoy working with people, paying attention to details, and being part of a collaborative team. Gain hands on experience, build practical skills, and be part of something that matters right here in your community.

Our ideal candidate will possess the following qualifications:

REQUIRED SKILLS, ABILITIES, AND KNOWLEDGE

1. Ability to use effective interpersonal skills to collaborate in a team environment and to resolve conflict.
2. Working knowledge of administrative and office procedures and systems along with introductory knowledge of the Sport, Recreation and Wellness operations.
3. Ability to complete well-organized and accurate work and maintain records in an organized fashion.
4. Ability to communicate effectively orally and in writing, ability to multi-task under pressure.
5. Ability to demonstrate exceptional customer service skills by dealing effectively with staff and the general public with tact, diplomacy, and discretion.
6. Ability to record proceedings of departmental meetings and prepare minutes of the same.
7. Excellent customer service and communication skills.

REQUIRED LICENCES, CERTIFICATES, ETC.

1. Currently enrolled in a post-secondary certificate or diploma in Business/Office Administration, Information Technology, Sport Management, Recreation, or a related field.
2. Proficient in basic Word and basic Excel, as demonstrated through testing.
3. Must have valid BC Driver's License.

Preference will be given to post-secondary students who live in Kamloops, or whose family maintains a residence in Kamloops.

For new hires, and for those working in designated positions of trust, including those working directly with vulnerable persons, no formal offer of employment will be made until an applicant completes a police information check. This position will receive 14% in lieu of all benefits, vacation, stat holidays, and health time.

Hourly Rate

\$21.632

Hours & Days of Work

8:30 – 4:30pm Monday to Friday Normal hours with flexibility required and weekends may be required to support program operations.

Hours per Week

31

Please note if you need assistance or have individual needs or requirements throughout the application process, contact the Human Resources Department by telephone, email hr@kamloops.ca or in person at 6-510 Lorne Street so we can better support you.

External job postings are open to everyone. We are an equal opportunity employer and thank all applicants for their interest. Please be sure to review the application requirements of each job you apply for. Only those selected to participate in the recruitment process will be contacted.

Applications are accepted online at kamloops.ca/careers.