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COMMUNITY SERVICES COORDINATOR 2 - EARLY LEARNING & CARE COORDINATOR

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

Recreation Surrey has been offering residents diverse recreational spaces and programs to meet the needs of our communities. Utilizing the City's gyms, pools, multi-purpose rooms, and fitness spaces to offer a wide range of programs including preschools, after-school programs, fitness, aquatics, senior services, and many more, in the form of drop-ins, register programs and special events. Our recreation facilities aim to keep our residents healthy, active, and engaged.

We're currently looking for a Community Service Coordinator 2 within Recreation Services to help deliver our wide range of programs and services. We are looking for the most qualified candidate who is versatile and flexible, and the portfolio will be determined based on the skills and knowledge of the successful candidate.

Work at this level is characterized by the significant scope and depth of financial and supervisory responsibility within a multi-functional and diversified facility and the high profile of community services responsibility. Demonstration of knowledge and ability to understand and perform at a high level, work collaborative across sectors, to move initiatives forward, understand the big picture, lead teams and align with Recreation Surrey's philosophies is key to being successful in this role.

Experience managing in Early Learning and Care environments, including policy development is considered an asset.

EMPLOYMENT STATUS

Union - CUPE Local 402 – Regular Full-Time

RESPONSIBILITIES

We're looking for a positive leader who has a strong foundation and experience in community recreation and early years programming and service delivery. You will lead staff and coordinate with other stakeholders to create and implement services to a wide range of audiences, each with specific needs. You will oversee programming, data management, reporting, grant writing, contract management, and facility operations ensuring safe, accessible, quality services for residents.

- Planning and implementing a diverse range of programs.

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- Identifying, implementing, and managing policies and protocols related to facility safety, program and service conditions, including equipment, as well as knowledge and understanding of related legislation including child care licensing requirements.
- Developing, reporting on and administering annual budgets and grants including revenues and expenditures.
- Preparing reports as required including budget, operations and grants.
- Working collaboratively with community stakeholders and inter-departmentally to enhance program and service delivery and offerings.
- Recruiting, supervising, and training staff and volunteers as required.
- Data management and reporting. Preparing, submitting, tracking and maintaining program and service reports, grant applications, funding reports, program evaluation, as well as operating budgets and capital planning .

Overseeing facility maintenance and operations/ training, scheduling, and overall maintenance of assets, including licensed program spaces.

QUALIFICATIONS

- Graduated from a recognized university or college level program.
- 4 years of progressively responsible experience in the delivery of recreation services or community development work.
- An equivalent combination of education and experience may be considered. Candidates must have technical expertise applicable to the specific role.
- A good understanding of community recreation programs, their purpose and objectives.
- A community mindset and be successful in establishing and maintaining strong working relationships with partners and other stakeholders.

OTHER INFORMATION

HOURLY RATE: \$43.49

STEPS	HOURLY RATE
STEP 1	\$43.49
STEP 2 (6 MONTHS)	\$45.20

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STEP 3 (18 MONTHS)	\$46.86
STEP 4 (30 MONTHS)	\$48.86
STEP 5 (42 MONTHS)	\$50.90

APPLY

If you are interested in this opportunity, please apply at <https://www.surrey.ca/about-surrey/jobs-careers> to Job ID 7152.

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