
Youth Services Coordinator

DEPARTMENT:	Parks and Recreation	STATUS:	Regular Full Time
NO. OF POSITIONS:	1	UNION:	CUPE, Local 387
HOURS OF WORK:	35 hours per week*	SALARY:	\$38.66 - \$45.48 per hour + comprehensive benefits Package

As a central hub in the Metro Vancouver area, the City of New Westminister delivers a broad spectrum of urban services to over 92,000 residents. New Westminister 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 Parks and Recreation Department is seeking an energetic and community minded Youth Services Coordinator who is able to identify and assess community needs and interests in the development, implementation and administration of recreational activities, programs and community services to meet the needs and interests of youth across the municipality. You will plan, assign, supervise and check the work of a moderate sized group of full-time and auxiliary staff, coordinate the operations of a youth centre, liaise with a variety of contacts and partners in organizing and implementing activities and programs; work with a variety of youth focused committees; and establish and maintain effective community liaison and public relations. You will exercise considerable independence of judgment, action and initiative within the limits of established policies, procedures, and guidelines.

Key Duties, Responsibilities and Knowledge:

- Considerable knowledge of the principles, practices and objectives of organized community recreation for youth.
- Considerable knowledge of best practices, rules, regulations, policies and procedures governing child and youth care.
- Sound knowledge of community resources related to child and youth care such as government agencies, not-for-profit organizations and other community groups.
- Considerable knowledge of programming requirements and standards of leadership, teaching methods and techniques.
- Considerable knowledge of the recreational needs and interests of youth.
- Considerable knowledge of the trends and potential future direction of youth services.
- Experience coordinating facility operation.
- Sound knowledge of supervisory methods, techniques and procedures.
- Ability to plan, assign, supervise, and evaluate the work of staff, volunteers and instructors and to assist in hiring and training.
- You have the ability to identify potential problems and suggest appropriate solutions.
- Community development experience and the ability to establish and maintain effective working relationships with groups, associations and the public.
- Ability to draft, monitor expenditures and conduct programs within budget allocations and to prepare and maintain reports, records and correspondence.
- Sound knowledge of equity diversity and inclusion principles.

Requirements include:

- Degree in Child and Youth Care or a related field plus considerable related experience, including supervisory experience in the recreation field or equivalent combination of education, training and experience as deemed suitable by the employer.
- You have a valid Class 5 BC Driver's License. A Class 4 BC Driver's License is considered an asset.
- Standard First Aid and CPR Level "C/AED".
- Applicants must be able to pass and maintain a clear Police Information Check including Vulnerable Sector Check.

***This position is required to work a flexible schedule including evenings and weekends.**

Please apply with your **cover letter and resume in one document** at www.newwestcity.ca/employment by **June 26, 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 Westminister is on the unceded and unsurrendered 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.*