
Program Coordinator – Senior Services

DEPARTMENT:	Parks & Recreation	STATUS:	Full Time
NO. OF POSITIONS:	One	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 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.

The Parks and Recreation Department is seeking an energetic and community minded Program Coordinator – Senior Services who will work out of Century House, one of the first senior's centres. Potential candidates will be 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 seniors across the municipality. You will plan, assign, supervise and check the work of full-time, part-time and auxiliary staff, assist in the coordination of operations at Century House, liaise with a variety of volunteers, contacts, and partners in organizing and implementing programs, groups, workshops, and events across the city. You will work collaboratively with staff at various facilities and across departments to plan and implement programs for seniors. You will work with a variety of senior focused committees and activity groups, 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 seniors.
- Considerable knowledge of best practices, rules, regulations, policies and procedures governing seniors services and programming.
- Sound knowledge of community resources related to seniors 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 senior.
- Considerable knowledge of the trends and potential future direction of Seniors Service.
- 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.
- 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 understand, relate to and establish rapport with all seniors.
- Ability to draft budgets, 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:

- Completion of a degree in Recreation, Gerontology or a related field supplemented by considerably relevant and practical experience or an equivalent combination of education and experience deemed suitable by the employer.
- 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.

*Some flexibility to support evening and weekend operations may be required.

Please apply with your cover letter and resume in one document at www.newwestcity.ca/employment by **August 30, 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.