

BUILD A CITY. BUILD A FUTURE.



COMMUNITY SERVICES COORDINATOR 1

*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 offers residents diverse recreational spaces and programs to meet the needs of our communities. From gyms, pools and multi-purpose rooms to drop-in and regular recreation programs to special events, our recreation facilities aim to keep our residents healthy, active and engaged.

To help deliver a wide range of programs to the community and to provide an excellent experience to the visitors of our recreation centres, we're looking for a community services coordinator 1.

We're looking for a positive, energetic team player who has a good understanding and knowledge of community recreation programs. Our ideal candidate is great at building relationships with staff and the public and has interest and experience in community engagement. They have strong supervisory and communication skills, and they're not afraid to take initiative and think outside the box to solve complex issues.

EMPLOYMENT STATUS

Union - CUPE Local 402 – Regular Full-Time

RESPONSIBILITIES

- Supervising, scheduling, and supporting staff involved in various aspects of facility operations
- Developing and maintaining records and reports on programs, services, assets and operations
- Overseeing planning, development and implementation of recreation programs and services.
- Collaborating with community groups for program delivery
- Reviewing and evaluating current recreation programs and services.
- Overseeing the provision of excellent customer service, and seeking continual improvement of processes to better the customer experience
- Creating a safe, respectful, and welcoming environment for patrons and staff

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QUALIFICATIONS

- Graduated from a recognized university or college level program.
- Minimum of 3 years of progressively responsible experience including supervision.
- An equivalent combination of education and experience may be considered.

Applicants under consideration will be required to consent to a Police Information Check.

OTHER INFORMATION

Hourly Rate \$38.25

Steps	Hourly Rate
Step 1	\$38.25
Step 2 (6 Months)	\$39.34
Step 3 (18 Months)	\$40.61
Step 4 (#0 Months)	\$41.75

APPLY

If you are interested in this opportunity, please apply at <https://www.surrey.ca/about-surrey/jobs-careers> to Job ID 7311.

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