
Recreation Leader Attendant

DEPARTMENT:	Parks & Recreation	STATUS:	Temporary Part Time (ending March 31, 2028)
NO. OF POSITIONS:	One	UNION:	CUPE, Local 387
HOURS OF WORK:	17.5 – 30 hours per week	SALARY:	\$31.59 - \$37.08 per hour + comprehensive benefits plan

Located 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 City of New Westminster is seeking an outgoing, energetic, and self-motivated individual to join the team at Century House, a vibrant community hub serving adults aged 50+. This dynamic position combines recreation leadership with facility support in a busy, multi-purpose seniors centre.

In this role, you will provide excellent customer service while supporting recreational programs, events, and daily operations. Responsibilities include front counter and registration support, assisting with programs and activities, supervising volunteers and other staff, and performing custodial and facility maintenance and program set-up duties to ensure a safe and welcoming environment.

You will help deliver a variety of social, arts, cultural, wellness, and fitness programs, along with special events and general interest activities that promote active living, social connection, and lifelong learning for older adults.

Key Responsibilities

- Provide excellent customer service to the older adult population
- Recruit, train, schedule, coach and supervise volunteers
- Support front counter operations including program registration and rental inquiries
- Assist with the delivery of recreational programs, social activities, special events and rental groups
- Set up and take down rooms, equipment, and activity spaces for programs and events
- Perform maintenance and janitorial tasks to maintain a clean, safe, and welcoming facility environment
- Monitor facility spaces to ensure participant safety and adherence to facility policies
- Assist with maintaining records, reports, and correspondence related to programs and facility operations

Qualifications and Requirements

- Completion of, or enrollment in, a two-year post-secondary program in Recreation, Leisure Services, Gerontology, or a related field; supplemented by customer service, recreation leadership, or facility operations experience, or an equivalent combination of education and experience deemed suitable by the City
- Demonstrated exceptional customer service skills and the ability to establish and maintain effective working relationships with staff, volunteers, and participants
- Sound knowledge of recreation principles and practices, particularly related to programs and services for older adults
- Knowledge of maintenance methods, procedures, materials, and equipment used in recreation facilities
- Ability to coordinate the work of volunteers or staff
- Knowledge of operational systems of recreational facilities including fire, alarm, and HVAC systems
- Working knowledge of janitorial methods, materials, tools, and equipment including WHMIS training
- Ability to communicate ideas and information effectively both orally and in writing
- Ability to prepare and maintain records, reports, and correspondence related to the work
- Ability to work independently with minimal supervision and demonstrate sound judgment
- Able to pass and maintain a Police Information Check with Vulnerable Sector (PIC-VS)

Please apply with your cover letter and resume in one document at www.newwestcity.ca/employment by **November 13, 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.*