511 Royal Avenue
New Westminster BC
V3L 1H9

604 527-4605
HR@newwestcity.ca
newwestcity.ca

Assistant Program Coordinator – Youth Services

DEPARTMENT:	**Recreation – Youth Services**	**STATUS:**	**Temporary Full-Time**
NO. OF POSITIONS:	**1**	**UNION:**	**CUPE, Local 387**
HOURS OF WORK:	**35 hours per week**	**SALARY:**	**$35.60 to $41.93 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.

Our Parks and Recreation Department is seeking an energetic, dynamic, and organized Assistant Program Coordinator to join the Youth Services team. This position reports to and works in collaboration with the Youth Services Coordinator. The primary responsibilities will include: overseeing the Youth Centre Portfolio, supervision of front-line workers, providing site supervision and operation support. This portfolio focuses on high school aged youth, and using recreation as a tool to connect youth to the community. Candidates will have experience raising the profile of youth within the community, assessing youth needs and making recommendations, assisting in the planning, promotion, and implementation of community events, programs, and services that engage youth. As well, applicants will possess skills in establishing and maintaining effective communication and working relationships with youth and community.

If many of the following characteristics and skills describe you, we want to meet you!

- Knowledge and experience implementing the principals, practices, and objectives of community development, youth work and community recreation
- Considerable knowledge of best practices, rules, regulations, policies and procedures governing child and youth care
- Experience in site supervision
- Ability to work with youth in developing and implementing a wide-range of opportunities, programs and events that reflect the interests and needs of youth and community values
- Considerable experience in staff and volunteer supervision
- Demonstrates skill in event and program development and implementation for youth
- Possesses strong skills in conflict resolution and customer service
- Experience building and maintaining relationships with staff, youth, and community partners
- Experience with program promotion, working with budgets and preparing reports
- Demonstrates organizational and administrative skills and has the ability to perform general office duties such as program registration and processing payments
- Ability to work independently and perform tasks with minimal supervision
- Proficiency in the use of various software applications including Microsoft Office
- Knowledge of equity diversity and inclusion principles

Requirements:

- Completion of a Certificate or diploma in Child and Youth Care, Social Work, Recreation, or a related field supplemented by proven practical experience in applied leadership, supervision, and youth engagement, or an equivalent combination of education and experience deemed suitable by the employer.
- Valid Class 5 BC driver's license with proof of safe and responsible driving record. Class 4 BC driver's license is preferred.
- High 5 and Food Safe certifications are assets.
- Standard First Aid and CPR Level "C/AED".
- The successful applicant must be able to pass and maintain a clear Police Information Check including Vulnerable Sector Check.
- Must be available to work a flexible schedule and a variety of shifts based on operational requirements.

Please apply with your **cover letter and resume in one document** at www.newwestcity.ca/employment **by November 17, 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 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.