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New Westminster BC
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Assistant Program Coordinator – Senior Services

DEPARTMENT:	**Parks and Recreation**	**STATUS:**	**Full Time**
NO. OF POSITIONS:	**One**	**UNION:**	**CUPE, Local 387**
HOURS OF WORK:	**35 hours per week***	**SALARY:**	**$35.60 - $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.

The Parks and Recreation Department is seeking an energetic and community minded Assistant Program Coordinator (APC) – Senior Services. Reporting to the Program Coordinator – Seniors Services, the APC and Coordinator will work collaboratively in the development, implementation and administration of recreational activities, programs and community services to meet the needs and interests of seniors across the city. Applicants will need experience in senior volunteer coordinating, including recruitment, onboarding, training, and use volunteer tracking software. Other responsibilities include: training, supervision, and evaluation for frontline staff and volunteers, seniors community needs assessment and recommendations, work with a variety of senior focused committees and activity groups, and establish and maintain effective community liaison and public relations.

Key Duties, Responsibilities and Knowledge:

- Considerable knowledge and experience implementing the principles, practices and objectives of community development, Seniors work, and community recreation.
- Considerable knowledge of best practices, rules, regulations, policies and procedures governing senior's services.
- Sound knowledge of community resources related to seniors such as government agencies, not-for-profit organizations and other community groups.
- Considerable Knowledge of program and event development and implementation
- Considerable knowledge of the recreational needs and interests of seniors.
- Sounds knowledge of Seniors volunteer coordination
- Considerable knowledge of the trends and best practices of community recreation in senior's services.
- Experience in site supervision
- Sound knowledge of supervisory methods, techniques and procedures.
- Ability to plan, assign, supervise, and evaluate the work of staff, volunteers and instructors and assist in hiring and training.
- Ability to identify potential problems and suggest appropriate solutions.
- Community development and engagement 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.
- Sound knowledge of equity diversity and inclusion principles.

Requirements include:

- Completion of a degree in, Recreation, Gerontology or a related field supplemented by considerable 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.

Apply online with your resume and cover letter in one document at
www.newwestcity.ca/employment by November 18, 2026.

We offer our employees great work-life balance, competitive salaries, comprehensive health, benefit and retirement plans (a percentage in lieu of benefits for auxiliary positions), education and training opportunities and challenging and rewarding work.

Join a team of enthusiastic and innovative employees, and help us build a vibrant, compassionate, resilient city where everyone can thrive.

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.