

COMMUNITY SERVICES COORDINATOR 2

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 provides welcoming, safe, and inclusive recreation opportunities that support healthy, active, and connected communities. Within Arenas, this includes the operation and programming of ice facilities that support a diverse range of community recreation opportunities, including public skating, registered skating programs, minor sport, adult sport, tournaments, events, rentals, and other community uses.

We are currently seeking a Community Services Coordinator 2 within Arena Services to support the effective delivery of arena operations, programs, and services. This position provides leadership within a dynamic, multi-use facility environment and works closely with staff, community sport organizations, user groups, contractors, and internal City partners. The successful candidate will bring strong operational leadership, sound judgment, flexibility, and the ability to balance customer service, programming, facility operations, staffing, and organizational priorities.

Work at this level is characterized by a significant scope and depth of operational, financial, programming, and supervisory responsibility within a high-profile community facility environment. The role requires the ability to lead and support diverse teams, oversee day-to-day arena operations and service delivery, respond effectively to emerging operational issues, and build collaborative relationships with community partners and facility users.

EMPLOYMENT STATUS

Union - CUPE Local 402 – Regular Full-Time

RESPONSIBILITIES

We're looking for a positive leader who has a strong foundation and experience in community recreation and fitness programming and service delivery. You will lead staff and coordinate with other stakeholders to create and implement services to a wide range of audiences, each with specific needs. You will oversee programming, data management, reporting, grant writing, contract management, and facility operations ensuring safe, accessible, quality services for residents.



- Planning and implementing a diverse range of programs.
- Identifying, implementing, and managing policies and protocols related to facility safety, program and service conditions, including equipment, as well as knowledge and understanding of fitness industry requirements.
- Developing, reporting on and administering annual budgets and grants including revenues and expenditures.
- Preparing reports as required including budget, operations and grants.
- Working collaboratively with community stakeholders and inter-departmentally to enhance program and service delivery and offerings.
- Recruiting, supervising, and training staff and volunteers as required.
- Data management and reporting. Preparing, submitting, tracking and maintaining program and service reports, grant applications, funding reports, program evaluation, as well as operating budgets and capital planning .

Overseeing facility maintenance and operations/ training, scheduling, and overall maintenance of assets, including licensed program spaces.

QUALIFICATIONS

- Graduated from a recognized university or college level program.
- 4 years of progressively responsible experience in the delivery of recreation services or community development work.
- An equivalent combination of education and experience may be considered. Candidates must have technical expertise applicable to the specific role.
- A good understanding of community recreation programs, their purpose and objectives.
- A community mindset and be successful in establishing and maintaining strong working relationships with partners and other stakeholders.

OTHER INFORMATION

HOURLY RATE: $43.49



STEPS	HOURLY RATE
STEP 1	$43.49
STEP 2 (6 MONTHS)	$45.20
STEP 3 (18 MONTHS)	$46.89
STEP 4 (30 MONTHS)	$48.86
STEP 5 (42 MONTHS)	$50.90

APPLY

If you are interested in this opportunity, please apply at https://www.surrey.ca/about-surrey/jobs-careers to Job ID 7409