
Position Vacancy: Assistant Program Coordinator – Sports and Outdoor Recreation

DEPARTMENT:	Parks and Recreation	STATUS:	Auxiliary
NO. OF POSITIONS:	One	UNION:	CUPE Local 387
HOURS OF WORK:	Early-May to Mid-September 35 hours per week*	SALARY:	\$28.54 to \$33.60 per hour (2019 rates) +12% in lieu of all benefits

Our Parks and Recreation Department is seeking an energetic, dynamic, and organized Assistant Program Coordinator to oversee programs and staff in public recreation delivery with a focus on sports and outdoor recreation. The position reports to and works in collaboration with the Program Coordinator of Sports and Outdoor Recreation. This seasonal position may be required to work evenings and weekends and will travel to a variety of parks and facilities within the City.

Duties will include the following:

- Provide leadership and guidance to staff, volunteers and contractors.
- Participate in the planning and delivery of events and programs.
- Facilitate staff and volunteer orientations, training and hiring.
- Create and oversee staff schedules.
- Conduct staff and program evaluations.
- Order, stock and maintain program supplies.
- Complete relevant reports, forms and requests.
- Office duties such as program registration, maintenance of stats and website updates.
- Assuming responsibility for operations in the absence of supervisor.

Requirements include:

- Completion of a post-secondary program or courses in recreation or a related field, preferably supplemented by experience in sports, outdoor and nature program planning, or an equivalent combination of education and experience.
- Exceptional customer service skills.
- Program staff supervisory experience.
- Proficiency in the use of software applications including Microsoft Office Suite and PerfectMind.
- Water Safety certification and High 5 are an asset.
- Valid First Aid and CPR, AED certificates.
- Valid Class 5 BC Driver's License and daily access to a personal vehicle.
- Successful pass and maintenance of a clear Police Information Check.

****Hours may vary. This seasonal auxiliary position will work a flexible schedule up to 35 hours per week including weekdays and weekends. It will commence in early May for approximately 19 weeks.***

Apply by sending your resume **quoting competition #20-45, by March 20, 2020**, to the Human Resources Department, City of New Westminster, 511 Royal Avenue, New Westminster, BC, V3L 1H9, Fax: (604)527-4619 or e-mail to hr@newwestcity.ca.

The City of New Westminster welcomes diversity and encourages applications from all qualified individuals. 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.