



NEW WESTMINSTER

Great City, Great Work, Great Future!

Recreation Leader - Attendant

DEPARTMENT:	<i>Parks and Recreation</i>	STATUS:	<i>Regular, Part Time</i>
NO. OF POSITIONS:	<i>One</i>	UNION:	<i>CUPE, Local 387</i>
HOURS OF WORK:	<i>Varies, approx. 25-30 hours/week</i>	SALARY:	<i>\$25.32 - \$29.73 per hour (2019 rates)</i>

The Queen's Park Sportsplex is seeking an outgoing, energetic and self-motivated individual to join their team in performing custodial work and in providing recreational leadership and customer service in this multi-purpose recreation facility. The performance of custodial functions, customer service, clerical duties and minor maintenance tasks in and around the facilities is an integral part of the work. You will also organize, implement and lead a variety of social, sport, fitness and/or general interest activities as well as coordinate the work of other staff engaged in related tasks.

If you have the following characteristics and qualifications, we want to hear from you!

- Completion of a 2 year post-secondary program in Recreation supplemented by recreational and custodial experience, or an equivalent combination of education and experience.
- Sound knowledge of organized recreation principles and practices including the safe and proper use of equipment and facilities.
- Working knowledge of the program content of the social, sport, fitness or general interest activity for which leadership skills are required and to which an incumbent is assigned.
- Working knowledge of the methods, materials, tools and equipment used in janitorial work including WHMIS training.
- Exceptional customer service skills as necessary to establish and maintain effective working relationships with supervisors, program participants and rental customers.
- Ability to present ideas and viewpoints effectively, both orally and in writing.
- Ability to prepare and maintain records, reports and correspondence related to the work.
- Ability to work independently under minimal supervision.
- Skill in the use of cleaning and related equipment.
- Preference for those with Valid First Aid or CPR certification and experience with Perfect Mind and Microsoft Office applications.
- Physical ability to perform manual labour including setting up and taking down gymnastics, trampoline and sports equipment.
- The successful candidate must be able to pass and maintain a clear Police Information Check.

Apply by sending your resume, **quoting competition #20-47, by March 27, 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.