

DEPARTMENT:	Parks and Recreation	STATUS:	Regular Part Time
NO. OF POSITIONS:	One	UNION:	CUPE, Local 387
HOURS OF WORK:	28 hours per week*	SALARY:	\$26.35 - \$30.93 per hour (2021 rates), benefits + 10% in lieu of vacation and statutory holidays

Queen's Park Facilities is seeking an energetic, self-motivated, customer service oriented Recreation Leader Attendant to work primarily in Queen's Park Sportsplex, with some assignments at other Queen's Park Facilities and Moody Park Arena. The performance of customer service functions, front counter tasks such as program registration and cashiering, recreation leader tasks, minor maintenance and janitorial functions are integral parts of this work. You will also support the delivery of a variety of sport, special events and/or general interest activities, as well as coordinate the work of other staff and volunteers engaged in facility operation and recreation programming.

**If you have the following qualifications and attributes, we want to meet you!**

- Completion of or enrollment in a 2 year post-secondary program in Recreation supplemented by customer service, recreational and building maintenance experience, or an equivalent combination of education and experience deemed suitable by the City.
- Demonstrated exceptional customer service skills in order to establish and maintain effective working relationships with supervisors, program participants, customers and coworkers.
- General computer knowledge
- Ability to set up and take down furniture and equipment.
- Ability to be flexible and available to assist with immediate and emergent coverage requirements.
- Ability to perform simple repairs, painting and maintenance tasks.
- Ability to troubleshoot problems and maintain simple records related to the work. Sound knowledge of organized recreation principles and practices including the safe and proper use of equipment and facilities.
- Knowledge of the operational systems of recreational facilities including fire alarm and HVAC systems.
- Working knowledge of the methods, materials, tools and equipment used in janitorial work including WHMIS training.
- Ability to communicate 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.
- The successful candidate must be able to pass and maintain a clear Police Information Check with Vulnerable Sector (PIC-VS) check.
- Valid BC Driver's License is preferred.
- Preference may be given to applicants with Valid First Aid with CPR and AED certification and experience with Perfect Mind registration and membership software.

**\*This position works a non-standard work schedule, including days, evenings and weekends. Current hours of work are: Sunday days, and Monday to Thursday from 4:00pm – 9:00pm.**

Apply by sending your **cover letter and resume in one document** quoting the competition number, **by August 18, 2022** to the Human Resources Department, City of New Westminster, 511 Royal Avenue, New Westminster, BC, V3L 1H9, email to [hr@newwestcity.ca](mailto:hr@newwestcity.ca) using the following format in the subject line: **LAST NAME First Name #22-147**

*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.*