

<b>DEPARTMENT:</b>	<i>Parks and Recreation</i>	<b>STATUS:</b>	<i>Fulltime</i>
<b>NO. OF POSITIONS:</b>	<i>One</i>	<b>UNION:</b>	<i>CUPE, Local 387</i>
<b>HOURS OF WORK:</b>	<i>35 hours per week*</i>	<b>SALARY:</b>	<i>\$58,878 - \$69,251 annually (2021 rates) + comprehensive benefits package</i>

New Westminster continues to be a growing and innovative city within Metro Vancouver. The City was awarded a gold award in excellence for policy planning with its Seven Bold Steps to address climate change. Our new təməsewtx<sup>™</sup> Aquatic and Community Centre was planned to embody this vision and gained recognition as the first aquatic centre in Canada to achieve the Canadian Green Building Council Zero Carbon Building standard. The City of New Westminster is seeking a Program Coordinator - Aquatics to support the growth of our community services. You will plan, develop, implement, coordinate, evaluate and administer one or more segments of a recreation program; plan, assign, supervise and schedule the work of contractual instructors, volunteers, a small group of fulltime staff and a large group of auxiliary staff. Supporting our innovative and unique lessons program (Breaking Waves Learn to Swim) and ensuring quality instruction. This position will play a key role in developing and implementing programs in the future təməsewtx<sup>™</sup> Aquatic and Community Centre; as well as supporting two outdoor pools.

**If you have many of the following characteristics and qualifications, we want to meet you!**

- Diploma or degree in recreation or a related field and 3-5 years' experience in recreation administration and programming including supervisory experience.
- National Lifeguard Award Pool Certificate, Water Safety Instructor Certificate, Water Safety Instructor Trainer Certificate or National Lifeguard Instructor Trainer Certificate (or willingness and ability to obtain and maintain one), Lifesaving Instructor Certificate, Standard First Aid and CPR Level "C"/AED.
- Pool Operator 1 & 2 and Occupational First Aid Level 1 are preferred qualifications.
- Considerable knowledge of programming requirements and standards of leadership and teaching methods and techniques.
- Considerable knowledge of the philosophy and objectives and the experience to develop and coordinate recreation and community services programs, activities, services and events with a specific emphasis on assigned program areas.
- Sound knowledge of the needs and interests of the assigned target groups and the methods of determining those needs.
- Sound knowledge of community resources related to the assigned program areas such as government agencies, private corporations and institutions, not-for-profit organizations and other groups.
- Sound knowledge of supervisory methods, techniques and procedures.
- Working knowledge of policies, bylaws and regulations and the policies and procedures of the Department.
- Ability to exercise initiative and judgement and to work independently in the planning, development, coordination, implementation and evaluation of programs and events.
- Considerable independence in the performance of assigned duties, within the limits of established policies and procedures.
- Ability to plan, assign, supervise, and evaluate the work of staff, volunteers and contractual instructors and to assist in hiring and training.
- Ability to establish and maintain effective working relationships with a variety of external and internal contacts and to develop community interest and involvement in programs offered.
- Ability to communicate effectively in writing and orally with a diverse group of individuals.
- Ability to draft budgets, monitor expenditures and conduct programs within budget allocations and to prepare and maintain reports, records and correspondence.
- Ability to maintain control of activities within a facility and to enforce rules with tact and diplomacy.
- Ability to pass and maintain a clear Police Information Check including Vulnerable Sector Check.

**\*This position is required to work a flexible schedule, which could include any combination of days and hours, weekdays and weekends.**

Apply by sending your **cover letter and resume in one document** quoting the competition number, by December 4, 2022 to the Human Resources Department, City of New Westminster, 511 Royal Avenue, New Westminster, BC, V3L 1H9, e-mail to [hr@newwestcity.ca](mailto:hr@newwestcity.ca) using the following format in the subject line: **LAST NAME First Name #22-174**

*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.*