

DEPARTMENT:	Parks and Recreation	STATUS:	Auxiliary
NO. OF POSITIONS:	One	UNION:	CUPE, Local 387
HOURS OF WORK:	Up to 35 hours per week*	SALARY:	\$26.35 - \$30.93 per hour (2021 rates) + 12% in lieu of benefits & vacation

The Queensborough Community Centre is seeking an outgoing, energetic and self-motivated individual to join their team in providing customer service and recreational leadership, as well as performing facility operational support and janitorial work in this multi-purpose recreation facility. The performance of customer service and front counter tasks, such as supporting program registration and rental services, recreational leadership, minor maintenance and janitorial functions is an integral part of the work. You will also support the delivery and implementation of a variety of social, sport, fitness, special events and/or general interest activities, as well as coordinate the work of other staff and volunteers engaged in facility operations.

**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 and rental customers.
- Sound knowledge of organized recreation principles and practices including the safe and proper use of equipment and facilities.
- Knowledge of maintenance methods, procedures, materials and equipment.
- 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 or CPR certification and experience with registration and membership software.

**\*The successful incumbent will be available to work 35 hours per week for approximately 4 to 5 months and will be scheduled as operationally required thereafter. This position works a non-standard work schedule, including days, evenings and weekends.**

Apply by sending your **cover letter and resume in one document** quoting the competition number, **by November 14, 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 #22-182**

*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 unsundered 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.*