



Position Vacancy: Recreation Leader

Great City, Great Work, Great Future!

DEPARTMENT:	Parks, Culture & Recreation	STATUS:	Auxiliary (12 month maternity leave)
NO. OF POSITIONS:	One	UNION:	CUPE, Local 387
HOURS OF WORK:	35 hrs per week*	SALARY:	\$45,820 - \$53,855 annually + 12% in lieu of all benefits (\$46,733 - \$54,933 annually effective 2015 Jan 1)

The Parks, Culture & Recreation Department is seeking an energetic individual to join our team who would enjoy the opportunities of working in facility supervision, customer service and youth service support at the Queensborough Community Centre. The primary responsibilities will include: providing building supervision and operation support; establishing and maintaining effective communication and working relationships with community partners within an intergenerational setting; promoting and raising the profile of youth within the community and assisting in the planning and coordinating of community events that engage youth.

REQUIREMENTS:

- Completion of a two-year community college diploma in recreation, education or a related field supplemented by proven practical experience in applied leadership, supervision, and youth programming.
- Experience in building supervision and security of public facilities.
- Ability to do room set ups and take downs for offered programs.
- Ability to perform general office duties such as program registration, processing payments and answering telephones.
- Ability to work with youth in developing wide-ranging opportunities that reflect the interests of youth and community values.
- Demonstrated organizational and administrative skills with some experience in staff and volunteer supervision.
- Demonstrated skill in event planning for youth, intergenerational groups and the community.
- Experience in volunteer coordination and relationship building with volunteer committees and community groups.
- Valid BC Class 4 driver's license preferred.
- Valid First Aid and CPR certification, conflict resolution skills, and Food Safe Certificate preferred.
- Computer experience including Microsoft Office Suite and CLASS registration is preferred.
- The successful applicant must be able to pass and maintain a criminal and police record check.

***This position works Tuesday to Saturday (days and evenings), however, flexibility is required based on operational needs.**

Apply by sending your resume quoting **competition #14-103 by November 28, 2014**, 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

We thank all applicants in advance; however, only those selected for an interview will be contacted.

*The City of New Westminster is committed to employment equity.
We welcome diversity and encourage applications from all qualified individuals.*