



# Create the city of tomorrow, today.



## PARKS, RECREATION AND CULTURE CAREERS

### Park Operations Coordinator – Park Partnerships

Surrey has developed and implemented a wide range of programs to educate and engage the public around our park spaces and volunteer opportunities. We continue to be a leader in engaging our community partners, residents and volunteers in creating vibrant spaces and activities for everyone to enjoy. And now, we have an exciting opportunity for an outgoing individual to help us plan, coordinate and deliver programs as a key leader of our Partners In Parks team.

The Parks Operations Coordinator – Park Partnerships position will be responsible for

- Initiating and building partnerships with community groups to develop and delivery fun and engaging programs and initiatives
- Preparing and monitoring annual work plans, budgets, and reports
- Applying for grants and donations
- Leading and training staff, volunteers and community groups
- Working with a variety of community stakeholders, agencies, and volunteer groups that support the City of Surrey's "Partners In Parks" program
- Resolving issues in consultation with the community, government agencies, and non-government organizations
- Reviewing and permitting community events proposals located in public park spaces
- Organizing and facilitating meetings
- Preparing and presenting reports to Advisory Committees and management.

Other duties include:

- Presenting to schools, community groups and volunteer associations about the Partners In Parks program
- Participating on integrated service teams and committees in the delivery of department and corporate programs and initiatives.
- Preparing educational, promotional, and marketing materials relating to the "Partners In Parks" program

If you have:

- Superior communication skills with experience in community engagement, consultation and facilitation
- The ability to make independent decisions and exercise sound judgment and initiative while performing the duties of the position
- Proven experience in leadership and training
- Demonstrated program planning and evaluation skills
- Strong analytical and organizational skills
- A valid driver's license
- Graduated from a recognized university, college or technical institute with five years related experience OR a combination of the two.

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