



# Create the city of tomorrow, today.



## **PARKS, RECREATION AND CULTURE CAREERS**

The City of Surrey is a place of innovative transformation and accelerated growth—where the future is limitless and possibilities are endless. If you are excited about helping to build the city of tomorrow—and you share our values of integrity, service, teamwork, innovation and community—join us, today.

### **Community Services Coordinator 2**

Recreation Surrey has been offering residents diverse recreational spaces and programs to meet the needs of our communities. From gyms, pools and multi-purpose rooms to drop-in and regular recreation programs to special events, our recreation facilities aim to keep our residents healthy, active and engaged.

We're currently looking for a Community Service Coordinator for our recreation facilities to help deliver our wide range of programs for people of all ages.

Work at this level is characterized by the significant scope and depth of financial and supervisory responsibility within a multi-functional and diversified facility and the high profile of community services responsibility.

We're looking for positive leaders who have a strong foundation and experience in creating and delivering recreation and sport programming in a range of community settings. You'll lead staff and coordinate with other stakeholders to create and implement programs for a wide range of audiences, each with specific needs. You'll oversee programming and facility operations ensuring safe, clean and welcoming spaces for residents.

The role includes

- Planning and implementing a diverse range of programs for a variety of different audiences. Follow safety processes to identify and correct unsafe conditions around the recreation facility, including equipment and program activity safety.
- Develop and administer annual budgets and grants including revenues and expenditures.
- Prepare reports as required including budget, operations and grants.
- Working collaboratively with community stakeholders to enhance program and service delivery and offerings.
- Recruiting, supervising and training staff and volunteers
- Overseeing facility maintenance and operations/ training, scheduling and overall maintenance of assets.

The successful applicant must have a good understanding of community recreation programs, community engagement strategies and their purpose and objectives. Candidates must also possess experience in facility operations best practices as well as contract management. You are a community minded individual who is successful in establishing and maintaining strong working relationships with partners and other stakeholders. Being an effective communicator who can handle situations tactfully is a must as well as experience in facility operations, program delivery and community engagement

The successful candidate will have:

- Graduated from a recognized university or college level program.
- 4 years of progressively responsible experience in the delivery of recreation services or community development work.

An equivalent combination of education and experience may be considered. Applicants under consideration will be required to consent to a Police Information Check/Vulnerable Sector Check. We offer a dynamic work environment and excellent opportunities to advance.

integrity | service | teamwork | innovation | community

To apply online, go to our website.  
[www.surreycareers.ca](http://www.surreycareers.ca)

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