



DEPARTMENT:	Parks and Recreation	STATUS:	Regular Full-Time
NO. OF POSITIONS:	Two	UNION:	CUPE, Local 387
HOURS OF WORK:	35 hours per week*	SALARY:	\$33.24 - \$39.14 per hour + comprehensive benefits package

The Parks and Recreation Department is seeking two energetic and community minded Assistant Program Coordinators (APC) – Senior Services. Reporting to the Program Coordinator – Seniors Services, the APC's and Coordinator will work collaboratively in the development, implementation and administration of recreational activities, programs and community services to meet the needs and interests of seniors across the city. Applicants will need experience in senior volunteer coordinating, including recruitment, onboarding, training, and use volunteer tracking software. Other responsibilities include: training, supervision, and evaluation for frontline staff and volunteers, seniors community needs assessment and recommendations, work with a variety of senior focused committees and activity groups, and establish and maintain effective community liaison and public relations. These positions will work to expand senior's services to all facilities and community spaces in the city

Key Duties, Responsibilities and Knowledge:

- Considerable knowledge and experience implementing the principles, practices and objectives of community development, Seniors work, and community recreation.
- Considerable knowledge of best practices, rules, regulations, policies and procedures governing senior's services.
- Sound knowledge of community resources related to seniors such as government agencies, not-for-profit organizations and other community groups.
- Considerable Knowledge of program and event development and implementation
- Considerable knowledge of the recreational needs and interests of seniors.
- Sound knowledge of Seniors volunteer coordination
- Considerable knowledge of the trends and best practices of community recreation in senior's services.
- Experience in site supervision
- Sound knowledge of supervisory methods, techniques and procedures.
- Ability to plan, assign, supervise, and evaluate the work of staff, volunteers and instructors and assist in hiring and training.
- Ability to identify potential problems and suggest appropriate solutions.
- Community development and engagement experience and the ability to establish and maintain effective working relationships with groups, associations and the public.
- Ability to understand, relate to and establish rapport with all seniors.
- Sound knowledge of equity diversity and inclusion principles.

Requirements include:

- Completion of a degree in, Recreation, Gerontology or a related field supplemented by considerable relevant and practical experience or an equivalent combination of education and experience deemed suitable by the employer.
- Valid Class 5 BC Driver's License. A Class 4 BC Driver's License is considered an asset.
- Standard First Aid and CPR Level "C/AED".
- Applicants must be able to pass and maintain a clear Police Information Check including Vulnerable Sector Check

What We Offer:

Work-life balance – 35 hour work week plus paid vacation and optional compressed day off program
 Health and wellness – comprehensive benefits, plus other wellness-focused programs and benefits
 Retirement benefits – including municipal pension plan
 Career development – ongoing learning and development program and education opportunities

*This position works a non-standard work week and the schedule may change based on operational requirements. The successful candidate must be available to work a flexible schedule and a variety of shifts as required.

Apply with your **cover letter and resume in one document** at www.newwestcity.ca/employment by **May 12, 2024**

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.