

BUILD A CITY. BUILD A FUTURE.



RECREATION SUPERVISOR - COMMUNITY SERVICES ASSISTANT 5

*As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation. City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward. **Build a City Build a Future** at the City of Surrey*

SCOPE

The City of Surrey's Recreation Services division aims to build healthy communities where all people are active and engaged for life. As part of this commitment, Recreation Services is looking for a Community Services Assistant 5 to support our programs in meeting the needs of the community. This is a senior community service position and the incumbent will be responsible for overseeing a variety of programs for adults and adults aged 55+.

EMPLOYMENT STATUS

Union - CUPE Local 402 – Regular Part-Time (32 hours/week)

RESPONSIBILITIES

The Community Services Assistant 5 is responsible for planning, scheduling, and implementing programs which may include but are not limited to programs for adults aged 55+ such as sport programs, fitness classes, music programs, food services and special events. Duties include:

- Plans, schedules, implements, evaluates, and provides feedback on a wide range of programs and services.
- Assists with hiring and training of staff and volunteers for a variety of programs.
- Supervision of staff and volunteers and ensures that the City's policies and procedures are met during the performance of ongoing duties.
- Manages client registration in programs.
- Performs program maintenance in PRCMS including program inputting, cancellation and changes.
- Provides information to the public regarding programs and facilities in a courteous and professional manner.
- Supports the marketing and promotion of programs and services.
- Supports with city-wide initiatives and events.
- Maintains the facility and equipment safe, clean and hazard free at all times.
- Performs other job-related duties as required.

KNOWLEDGE, ABILITY & SKILL

- The ability to remain calm and problem solve in the face of conflict.
- Strong interpersonal and public relations skills.

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- Establish and maintain effective working relationships with program participants, volunteers, recreation staff and the public.
- Works well independently and in a team setting.
- Organized and able to complete administrative tasks efficiently and with attention to detail.
- Comfortable working with adults aged 55+.

QUALIFICATIONS

- Graduated from a recognized university or college level program
- Two years progressively responsible experience in recreation, including supervision, or an equivalent acceptable combination of training and experience.
- A current Emergency First Aid and CPR certificate.
- A valid BC Driver's License with safe driving history.
- Consent to disclosure of Criminal Record Information

APPLY

If you are interested in this opportunity, please apply at <https://www.surrey.ca/about-surrey/jobs-careers> to Job ID 6498.

OTHER INFORMATION

- Hourly Rate: \$32.84

This Posting Closes on May 22, 2025

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