

<b>DEPARTMENT:</b>	<b>Parks and Recreation</b>	<b>STATUS:</b>	<b>Full Time</b>
<b>NO. OF POSITIONS:</b>	<b>One</b>	<b>UNION:</b>	<b>CUPE, Local 387</b>
<b>HOURS OF WORK:</b>	<b>35 hours per week (Non-standard work hours)*</b>	<b>SALARY:</b>	<b>\$33.24 - \$39.14 per hour (2024 rates) + comprehensive benefits</b>

The City of New Westminster Parks and Recreation Department is seeking an energetic, dynamic and organized Assistant Program Coordinator experience in supervising Arena programs (both ice and dry floor) as well as a variety of other programs to join the Arenas team! Reporting to, and working in collaboration with the Program Coordinator, the Assistant Program Coordinator will be responsible for:

- Supervising and leading a team of instructors and leaders.
- Supporting and providing leadership and instruction for various drop-in and registered programs and special events.
- Supporting and assisting with other arena functions.
- Planning, participating in and providing in-service training to staff.
- Enforcing rules, regulations and policies and tactfully dealing with groups or individuals that fail to comply.
- Administrative support, including program registration, processing payments, preparing and maintaining various records, staff scheduling, support staff coverage, reports and correspondence.
- Supporting Program Coordinator tasks and backfilling as required.

**If many of the following characteristics and skills describe you, we want to meet you!**

- Degree in recreation or related field plus a minimum of 1 - 2 years of related experience, including supervisory experience; or diploma in recreation and 2- 3 years experience in recreation administration and programming including supervisory experience; or equivalent combination of education, training and experience as deemed suitable by the employer.
- Knowledge of the principles, practices and objectives of “Learn to Skate” community recreation program and other arena activities.
- Strong knowledge and understanding of recreational arena programming and experience in developing and implementing new arena programs.
- Superior leadership abilities and experience in staff and volunteer supervision.
- Strong ice skating ability and understanding of skating skills in order to train instructors.
- Strong conflict resolution and customer service abilities.
- Advanced proficiency in the use of various software applications including Microsoft Office Suite.
- Advanced proficiency and experience with XPlor software.
- Standard First Aid and CPR Level C/AED.
- The successful applicant must be able to pass and maintain a clear Police Information with Vulnerable Sector Check (PIC-VS).
- Valid Class 5 BC Driver’s License and access to a vehicle is an asset.

**\*This position works a flexible schedule and non-standard hours, including evening and weekends.**

**Primary work days may change seasonally based on operational needs.**

**Apply online with your resume and cover letter in one document at [www.newwestcity.ca/employment](http://www.newwestcity.ca/employment) by May 19, 2025.**

*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.*