



SQUAMISH

HARDWIRED *for* ADVENTURE

The District of Squamish is located in the unceded traditional territory of the Skwxwú7mesh Úxwumixw (Squamish Nation). We offer gratitude to the Skwxwú7mesh People who have lived on these lands since time immemorial.

External Job Posting

Position:	Recreation Program Coordinator
Status:	Regular Full-Time
Work Area:	Recreation
Posting Date:	March 27, 2025
Closing Date:	April 10, 2025

GENERAL SUMMARY

Under the supervision of the Recreation Program Specialist, the Recreation Program Coordinator plans, coordinates, supervises, promotes and evaluates public recreation programs. Recreation Program Coordinators cover a seven day a week operation, ensuring Recreation programs run smoothly and exceed customers' expectations.

KEY RESPONSIBILITIES

Customer Service

- Contributes to the success of our team and creation of our thriving community, by fostering the District of Squamish corporate Vision, Mission and Values : Respect, Integrity, Connection and Progress.
- Follows the District of Squamish's Customer Service Guidelines to ensure the Delivery of Outstanding Service.
- Assists with customer feedback management by:
 - Monitoring customer concerns and needs,
 - Ensuring reports and data findings are properly tracked and assigned appropriate action, and
 - Collecting written and anecdotal feedback from participants and parents to assist in the evaluation and effectiveness of current programming.

Recreation Program Coordination

- Directs assigned segments of recreation programs:
 - Plans, promotes, organizes, schedules and supervises these activities in cooperation with other Recreation Department activities to avoid conflicts and provide consistent service to the public.
- Participates in recommending suitable program instructor candidates for employment.
- Participates in the supervision, training, and evaluation of program staff.
- Coaches and provides feedback to staff on the delivery of programs.
- Leads, monitors, and instructs various activities on an occasional basis.
- Performs a variety of record keeping and administrative duties in a computerized environment.
- Enforces facility regulations consistently and tactfully with users.
- Ensures that day-to-day operations conforms with District of Squamish policy guidelines, provincial health standards, and operational procedures.
- Works in conjunction with staff to maintain a clean and safe facility.
- Ensures program and maintenance schedules do not conflict.
- Works with the Marketing and Communications Specialist to market current and new programs.
- Liaises with community groups before, during, and after events.
- Assists in the coordination and monitoring of event timelines, equipment, and required facilities.
- Facilitates communication between DOS and community groups.
- Works cooperatively with the Recreation Booking & Office Coordinators or Customer Service Supervisor in the scheduling of community programs and events.
- Supports and/or leads recreation based projects.
- Engages community members and groups to receive input on programs or initiatives.
- Performs customer service duties including cash handling to facilitate program scheduling.
- Performs other duties as assigned.



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REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- Excellent interpersonal and communications skills and ability to deal with people in a professional manner.
- Knowledge of the philosophy behind and the objectives of the delivery of community recreation programs.
- Knowledge of the basic rules and regulations of a variety of games, sports, cultural programs, and general recreation programs.
- Knowledge of the fundamentals and psychology of teaching programs and activities for different ages.
- Knowledge of the principles of Physical Literacy and how it relates to recreation program delivery.
- Ability to communicate effectively, verbally and in writing.
- Ability to establish and maintain a positive and cooperative relationship with staff and public.
- Knowledge of the policies of the Recreation Services Department.
- Good organizational skills.
- Ability to supervise Program Instructors, volunteers, and staff.
- Strong knowledge and ability to use current computer technology.

REQUIRED TRAINING, EDUCATION AND EXPERIENCE

- An original Police Information Check, including Vulnerable Sector Check issued within the past 6 months that is satisfactory to the employer will be required before starting in the position.
- Grade 12
- Bondable
- Valid BC Drivers License "Class 5".
- Ability to acquire a BC License "Class 4".
- A Diploma or Degree in Recreation Administration or a related field.
- Minimum 3 years experience in recreation programming.

OR

- An equivalent combination of education, training, and experience.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. This is a general list of responsibilities, duties and skills required of personnel so classified. Other related duties may be assigned in keeping with the general nature of the position.

Hours of Work: 40 hours per week, between the hours of 5:00 am and 10:00 pm, Sunday to Saturday. (Subject to change)

Salary: \$37.19 per hour

This is a Union position within the Collective Agreement of CUPE Local 2269 and the District of Squamish.

Direct Your Application (Quoting Competition #) To: #25-49

Human Resources

District of Squamish

37955 Second Avenue, P.O. Box 310, Squamish, B.C., V8B 0A3 E-mail: jobs@squamish.ca

As an equitable and inclusive employer, we value diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you require any adjustments to enable participation at any stage of the recruitment process, please contact in confidence jobs@squamish.ca and include Accessibility in the subject line. We thank all applicants for applying.