



Program Leader (Community Events Programs)

1 Position (Temporary Full-Time, 35 hours/week)

The City of White Rock is a unique, ocean-side community of 20,000 citizens known for its sunny weather, expansive beach, historic pier, delightful restaurants, and sense of community. The City is located half an hour south of Vancouver on the shore of Semiahmoo Bay.

The Recreation and Culture Department seeks an enthusiastic student with strong communication and promotion skills to supplement their regular staff during the spring and summer months. Responsibilities include assisting with the coordination of the City's celebration of Canada's 150th anniversary, The City of White Rock's 60th anniversary, Tour de White Rock, and other community events. This position will also assist in coordinating event logistics, volunteer management and supervision, creating and distributing marketing materials, and event set-up and tear down. Evening and weekend work may be required and the successful applicant must have access to a personal vehicle while working.

Requirements:

- Completion of Grade 12 complemented by some related experience, preferably in municipal recreational work and some supervisory experience; or an equivalent combination of training and experience;
 - Consideration for preferred post-secondary studies in the areas of recreation, leisure, social and/or event marketing and/or communications, education or related disciplines;
- Working knowledge of organized community recreation principles and practices including the safe and proper use of equipment and facilities;
- Ability to plan, schedule, implement and lead assigned recreational programs and provide guidance and assistance to volunteers regarding instructional duties and safe and proper use of equipment and facilities;
- Proficiency with standard office equipment and computer software including Microsoft Office programs;
- Sound knowledge of business English, spelling, punctuation and arithmetic;
- Ability to develop, draft and maintain various types of promotional materials and publications with creativity, detail and accuracy and ability to prepare and maintain files, records, reports and related material;
- Excellent communication skills, including verbal, written and active listening and ability to establish and maintain effective working relationships with colleagues, volunteers, program participants and the public, and to make a positive contribution to a team environment;
- Ability to provide outstanding customer service balanced with the application of best practices and organizational policies;
- Ability to prioritize work load and manage concurrent projects, to work independently, to perform tasks under periodic work pressure, and to exercise initiative and make decisions in accordance with applicable rules, regulations and policies;
- Must be physically able to carry out duties related to set up and take down of community events;
- Possess valid first aid certification by appointment's start date;
- Availability to work on days, evenings, and/or weekends;
- Possess and maintain a valid Class 5 BC driver's license or equivalent with a demonstrated safe driving record by the appointment's start date;
- Applicants under consideration will be required to consent to a Police Information Check.

Grant funding has been applied for and should it be received, candidates must meet the following criteria and preference will be given to candidates with priority status:

- Registered as a full-time student in the previous academic year with the intention to return to school on a full-time basis the next academic year;
- Aged 15 and 30 years of age at start of employment;
- Legally entitled to work according to relevant provincial/territorial legislation and regulations, and;
- Confirmed Canadian citizen, permanent resident, or have refugee protection under the relevant Act;
- Preference will be given to students with disabilities, aboriginal students, and students of a visible minority.

The hourly wage of this appointment is \$20.82 (2017 rates) with select benefits offered. The expected duration of this appointment is approximately sixteen (16) weeks, beginning in mid-April 2017. If your experience and education have prepared you for success and you are committed to working in a manner that supports a respectful, healthy, and safe environment, we invite you to apply. Please submit a cover letter, resume, your current driver's abstract, and a copy of your first aid certification.

Application Deadline: 4:30p.m., Friday, February 24, 2017
Submit your application: Email hr@whiterockcity.ca
Recruitment Reference: 2017-05

Thank you for your interest. Please note only complete applications will be considered.