



Community Services Coordinator Regular Full Time (2 positions)

One of BC's Top Employers, the City of Coquitlam offers meaningful career opportunities to make a difference within the local community. As the sixth largest city in BC, we are home to more than 150,000 residents. Our diverse municipality is a great place to work as it continues to grow through innovative urban design, inspiring arts, culture and recreation programs, and state-of-the-art transportation systems. Our brand is built on managing our resources in a responsible and sustainable manner, while supporting a vibrant, growing regional urban centre. We envision a bright future in Coquitlam that we hope includes you!

This is an exciting opportunity for two self-starters who understand the benefits of recreation, volunteerism and community engagement in supporting vulnerable populations to participate in programs and activities. The Community Services Coordinator plays a significant role in connecting with individuals and community organizations to ensure everyone has access to recreation programs and services, and that how we serve our community is inclusive to all. The role involves identifying and assessing programs and services related to specific populations, developing and planning for training of staff on the needs of those populations, acting as a resource to the public for services in the community, managing the financial access for recreation program, supporting the implementation of departmental strategies, researching grant opportunities and completing grant application, and engaging in community outreach to support departmental goals. The role also includes oversight of the department's volunteer program and coordinating with other City departments in their work with volunteers. The successful candidate exercises considerable independence of judgement and action in developing a work plan for their area of responsibility.

The successful candidate will have completed a University or community college program with a degree or diploma in community recreation, therapeutic recreation or other related discipline plus sound related supervisory experience, OR an equivalent combination of training and experience. Considerable knowledge and experience working with vulnerable populations, specifically youth and seniors is desired. Training and experience in Community Development and Volunteer Management initiatives are considered an asset. A Driver's License for the Province of British Columbia with a satisfactory driving report is required. Applicants under consideration will be required to undergo a police security clearance evaluation with no adverse reports.

Good people make Coquitlam great, sign up for career alerts through our recruitment portal to stay up to date about opportunities within our team, or follow us on [LinkedIn](#) to learn more about how #YouCouldWorkHere too!

The City offers a competitive salary of \$32.90-38.73 per hour plus an excellent benefits package.

Please apply online at www.coquitlam.ca/careers by 11:55 pm on April 11, 2021.

*The City of Coquitlam is an Equal Opportunity Employer.
We thank all applicants for their interest; however, only those selected for an interview will be contacted.*