



PERMANENT FULL-TIME RECREATION COORDINATOR – SPECIAL EVENTS

(Competition 22-163)

Position Overview

The City of Nanaimo is seeking a permanent full-time Recreation Coordinator – Special Events. Reporting to the Manager, Culture & Special Events, the Recreation Coordinator – Special Events is responsible for liaising with event and user group organizers. The incumbent exercises considerable judgment in their daily work and only matters pertaining to policies or having major impact are referred to the Manager. Work is evaluated in terms of achieving Department objectives and by the quality and efficiency of services rendered.

The scope of work includes liaising with community organizations on the delivery of major community events and activities held in City parks, fields, and facilities, to support organizations working to host tournaments or events, to coordinate with the allocation of parks and playfields, and to coordinate parks operations functions with community events.

Qualifications

Applicants must have a Bachelor's Degree in Recreation and Leisure Studies and a minimum of 2 years' experience in the coordination and supervision of special events and the operation of recreation and culture services or facilities, including 1 year of related supervisory experience. An equivalent combination of education and experience may be considered. Applicants must have a valid Occupational First Aid Level 1 Certification with CPR "B" or "C" and AED. A valid Class 5 BC Driver's License is required.

Additional Information

This is a unionized position. \$39.81 per hour - after Probation (Jan 2022 Rate), based on a 40 hour work week. Shortlisted applicants may be required to undergo a criminal record check and/or a verification of their education credentials.

To apply for this opportunity, please submit a resume and cover letter (.docx or PDF file format) to employment.opportunities@nanaimo.ca referencing the specific competition 22-163 by the application deadline.

For detailed information on this position and for more information on our community, please visit our website at <https://www.nanaimo.ca>.

The City of Nanaimo is an inclusive employer and invites applications from all qualified individuals. We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted. If you are unsuccessful, please accept our appreciation for your interest. This position is restricted to those legally entitled to work in Canada.

Discover What's Possible

Situated between the mountains and the ocean, on the east coast of Vancouver Island, the City of Nanaimo is centrally located, about 1½ hours from Victoria and 2 hours from Vancouver by ferry. With a university and well-developed parks, recreational, cultural and social amenities, Nanaimo is truly an extraordinary place to live.

We offer a diverse team environment, competitive wages and a comprehensive benefit plan for permanent employees as well as social and wellness activities. Depending on the position, we also offer flexible work opportunities, alternative work schedules and remote work programs.

Posting Date

Wednesday, January 25, 2023

Application Deadline

Monday, February 6, 2023
4:30 p.m.

Contact Information

Human Resources
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