

EMPLOYMENT OPPORTUNITY

Recreation Program Assistant

Temporary Full-Time / External
Parks Services
Competition No.: 2025-1019



www.rdn.bc.ca



rdncareers@rdn.bc.ca

SKILLS & ABILITIES

- Strong interpersonal, communication, conflict resolution and leadership skills.
- Effective written and verbal communication.
- Keyboarding, word processing and a general knowledge of computer applications.
- Ability to work independently and to meet deadlines.

APPLICATION DETAILS

To apply for this position, send your cover letter and resume to rdncareers@rdn.bc.ca, clearly highlighting your education, experience, and qualifications relevant to the role. **Please quote 2025-1019 in the subject line of your email to ensure proper processing.**

**Applications will be accepted until:
4:00 pm, on February 26, 2025.**

Date Posted: February 5, 2025.

We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted.

ABOUT THE ROLE

The Regional District of Nanaimo has an employment opportunity for a temporary full-time Recreation Program Assistant in the Parks Department. The Recreation Program Assistant serves on the recreation and parks team responsible for the provision of recreation to residents of the Oceanside area communities (Electoral Area E, F, G, H, City of Parksville, and Town of Qualicum Beach).

Reporting to the Superintendent of Parks Operations and under the direction of the Recreation Coordinator (Parks), the Recreation Program Assistant will assist with planning, implementing and evaluating recreation services within RDN parks and outdoor areas. The Assistant will assist in planning and support parks leaders during the operation of various programs including guided hikes, outdoor programs and related activities and events.

Duties include program leader orientation and training, maintaining registration and participant information, scheduling, driving Class 4 vehicles, mentoring leaders and youth volunteers, filling in for program leaders on site as necessary, and any other related duties, as required. The majority of program work will focus on outdoor education and activities.

QUALIFICATIONS

Qualifications include a Diploma in Recreation Administration/Leisure Services Management or a related field. An equivalent combination of training and experience in recreation leadership, preferably leadership of children, may be considered. Staff supervisory experience, current Occupational First Aid Level 1 or equivalent, and a Class 4 driver's license are required.

POSITION DETAILS

This is a temporary full-time Union position working 35 hours per week from June 9, 2025, to August 29, 2025. The (2024) rate of pay is \$29.60 to \$31.16 per hour plus 12.4% in lieu of benefits including vacation and statutory holidays, or the uninterrupted continuation of their benefits package as provided for in the Collective Agreement between the Regional District of Nanaimo and the Canadian Union of Public Employees, Local 401.

A criminal record check including a vulnerable sector check is a condition of employment with the Regional District of Nanaimo.

Recreation Program Assistant

Recreation and Parks Services

Pay Band 3

Job Summary

The Recreation Program Assistant contributes to the effective operation of the Recreation Services Department by assisting the Recreation Coordinator Team with a variety of administrative and program leadership tasks. This position supports the Recreation Services Department by assisting team members in their duties, as required, to meet service expectations, departmental goals and objectives.

Primary Duties and Responsibilities

- Assists program staff with planning, organizing, implementing and evaluating a wide range of recreation programs and special events.
 - Assists program staff with a variety of program administrative details including preparation of resource materials, organization of class registration lists and communication with program participants.
 - Provides (Youth) leadership for recreation programs and activities as required.
 - Assists with summer leader orientation and training.
 - Provides leadership to and assists in the scheduling of summer and junior program leaders.
 - Assists with the creation and distribution of promotional materials.
 - Reviews, adheres to, and supports the adherence to safe work procedures in the workplace and generally promotes a safe work environment.
 - Responsible for working varied hours, as required.
 - Performs other related duties, as required.
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Job Qualifications

Education/Experience

- Diploma in Recreation Administration/Leisure Services Management or related field or an equivalent combination of training and experience.

Skills/Abilities

- Possession of a valid Class 4 BC Drivers Licence.
 - Current Occupational First Aid and CPR certification.
 - Strong interpersonal, communication, conflict resolution and leadership skills.
 - Effective written and verbal communication.
 - Keyboarding, word processing and a general knowledge of computer applications.
 - Ability to work independently and to deadlines.
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Reporting Relationship

Reports to: Superintendent, Parks Operations