



## ASSISTANT MANAGER – RECREATION

The University Neighbourhoods Association (UNA) is a not-for-profit organization that provides municipal-like services to approximately 17,000 residents who live in the University of British Columbia's Point Grey campus. At the UNA, we have built a workplace culture centred around creating strong and diverse communities.

As the Assistant Manager of Culture and Recreational Programs, you will play a pivotal role in planning, executing, and evaluating a wide range of community programs and events. Working closely with program staff and volunteers, you will support the cultivation of strong partnerships and the effective management of resources to deliver exceptional experiences that enhance the quality of life for residents. Your leadership will be instrumental in promoting diversity, equity, and inclusion across all offerings.

### Key Responsibilities

- Develop, coordinate, and deliver cultural and recreational programs and special events.
- Supervise, train, and support program staff and volunteers.
- Build and maintain relationships with community partners, local agencies, and stakeholders.
- Assist in managing budgets, grants, and program reporting.
- Ensure the creation of safe, accessible, and welcoming program environments.

### Who You Are

- Experienced leader with at least 5 years in cultural or recreation program management, including supervisory roles.
- Bachelor's degree in Arts Administration, Recreation Management, or a related field.
- Strong communicator and collaborator with excellent organizational and financial management skills.
- Committed to fostering inclusive, diverse community engagement.

### Why Join Us?

This is your opportunity to make a meaningful impact by enriching community life through arts and recreation. Enjoy a collaborative work culture and the chance to support innovative programs that matter.

If you are ready to share your vision and skills to help build a thriving community, apply today!

If you want to join our highly engaged and talented team and make direct impacts in the community, please submit your resume and cover letter by **February 22nd, 2026**, to:



UNIVERSITY  
NEIGHBOURHOODS  
ASSOCIATION

Dave Gillis, Recreation Manager  
University Neighbourhoods Association  
#202-5923 Berton Avenue  
Vancouver, BC, V6S 0B3  
Email: [dave.gillis@myuna.ca](mailto:dave.gillis@myuna.ca)

For more information on the UNA, and to view the detailed job description visit  
[www.myuna.ca](http://www.myuna.ca).

Application Deadline: February 22nd, 2026

Salary Range: \$77,695 - \$91,406 yearly

Hours Expectations: Contract

**UNIVERSITY NEIGHBOURHOODS ASSOCIATION**