



UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

Program Coordinator – Recreation

Location: Wesbrook & Old Barn Community Centres, UBC Neighbourhoods, Vancouver, BC

Position Type: Full-Time, Permanent

Reports To: Assistant Recreation Manager

About the UNA

The University Neighbourhoods Association (UNA) is a not-for-profit organization that enhances the quality of life in the residential neighbourhoods surrounding the University of British Columbia. We operate community centres, parks, and recreation amenities and deliver programs and services that foster a vibrant, inclusive, and engaged community.

Position Summary

The **Program Coordinator** is responsible for planning, organizing, and managing recreation programs and services at the Wesbrook and Old Barn Community Centres. Reporting to the Assistant Recreation Manager, the Program Coordinator leads the development of seasonal program guides, supports budgeting and reporting, supervises staff and instructors, and ensures programs are safe, welcoming, and responsive to community needs.

This role is an excellent opportunity for a community-minded recreation professional who enjoys working collaboratively, leading teams, and developing high-quality programs in a dynamic environment.

Key Responsibilities

Recreation & Program Management

- Plan, organize, and oversee a wide range of recreation programs, camps, and special events.
- Collaborate with the Assistant Recreation Manager on annual work plans, budgets, revenue targets, and performance reporting.
- Ensure all activities comply with UNA policies, procedures, and safety and risk management practices.
- Work a flexible schedule that may include days, evenings, and weekends.

Program Planning & Development

- Lead the planning, creation, and delivery of programs and services at both community centres.
- Coordinate the production of three seasonal Program Guides each year.
- Review and update administrative and program procedures to support efficient operations.

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- Plan and monitor program budgets, including forecasting and financial analysis.
- Implement regular program evaluations to incorporate community feedback and best practice.
- Support program staff in determining program offerings based on data, feedback, and community trends.
- Prepare meeting minutes, statistics, work plans, and reports.
- Recruit, supervise, and support instructors, camp leaders, and volunteers.
- Monitor program fees and costs and support the timely processing of contracts, payments, and expenses.
- Lead and coordinate grant applications, special projects, and events.
- Work closely with the Front Desk Team on program-related information and customer service.
- Coordinate with the Communications Team on guide production and program/event promotion.
- Provide assistance to other UNA initiatives as required.

Community Engagement & Partnerships

- Lead and support grant applications that enhance programming (e.g., Canada Summer Jobs).
- Maintain positive relationships with community partners for collaborative programs and initiatives.
- Support and coordinate resident engagement through programs, events, and volunteer opportunities.
- Build the capacity of program staff to work effectively with community groups, committees, and volunteers.
- Support UNA's mandates and community engagement priorities.

Human Resources & People Management

- Work collaboratively with other Program Coordinators and staff to deliver programs and services that meet community needs and UNA objectives.
- Ensure staff have the skills and support needed to meet operational and risk management requirements.

- Foster a positive, healthy, and safe work environment and culture.
- Support consistent performance management, including coaching, mentoring, and corrective action as needed.
- Ensure compliance with UNA human resources policies, procedures, and practices.
- Address instructor relations matters within the department.
- Conduct regular team meetings and coordinate departmental projects and timelines.
- Ensure timely and transparent communication with staff about UNA updates and initiatives.

Qualifications

Education

- Undergraduate degree in Recreation, Leisure Services, Kinesiology, or a related discipline.
- A Master's degree is considered an asset.

Experience

- Minimum of two (2) years of experience in a leadership role in the recreation and leisure field.

Knowledge, Skills & Abilities

- Knowledge of and experience with programming for a wide spectrum of public recreation services and facility types.
- Experience in staff supervision, including coaching, mentoring, and performance management.
- Knowledge of financial and budget management principles.
- Ability to build and maintain effective working relationships with a wide range of stakeholders.
- Ability to maintain confidentiality and exercise discretion in sensitive or politically complex matters.
- Experience with recreation software (e.g., Xplor Recreation).
- Successful completion of a Criminal Record Check.

Core Competencies

- Strategic thinking and planning.

- Relationship building and collaboration.
- Creativity and innovation in program and service development.
- Strong community focus and customer service orientation.
- Decision-making, problem-solving, and sound judgment.
- Excellent organization, time-management, and attention to detail.
- Effective verbal and written communication skills.
- Ability to foster teamwork and work effectively in a changing environment.
- Demonstrated professionalism, integrity, and ethical behaviour.

Work Schedule, Compensation & Benefits

This is a full-time position based primarily at the Wesbrook and Old Barn Community Centres, with some evening and weekend work required to support programs and events. Salary and a comprehensive benefits package will be commensurate with qualifications and experience and will be discussed with shortlisted candidates.

How to Apply

Please submit your resume and cover letter (in a single PDF) by **March 15th, 2026** to:

Email: dave.gillis@myuna.ca

Subject Line: Program Coordinator – Recreation

We thank all applicants for their interest in the UNA. Only those selected for an interview will be contacted.