



## JOB DESCRIPTION

POSITION: **Community Events Coordinator – Recreation**

EFFECTIVE DATE: May 4, 2026

DEPARTMENT: Recreation

REPORTS TO: Assistant Recreation Manager – Programs & Events

DIRECT REPORTS: None

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### JOB SUMMARY

Reporting to the Recreation Manager, the Community Events Coordinator – Recreation is responsible for the planning, coordination, and delivery of community events and activations across UNA neighbourhoods. The position provides strategic leadership and operational oversight for key UNA events, with a focus on Neighbours Day, Lunar New Year, Diwali, Canada Day, seasonal celebrations, and community showcase events that support the UNA’s mandate of Building Belonging, Enriching Experience, and Fostering Well-Being. Teamwork, initiative, strong communication, and the ability to lead and work as a team are essential, as the role involves collaborating with staff, contractors, community partners, and volunteers in a fast-paced event environment.

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### OVERALL GOALS FOR THE POSITION

1. Develop, coordinate, and manage a year-round calendar of UNA community events that respond to community needs and align with UNA strategic priorities.
2. Provide event leadership that exemplifies the Recreation Department’s foundational principles of Building Belonging, Enriching Experience, and Fostering Well-Being.
3. Identify and implement tactics to expand the profile, attendance, engagement, and where appropriate, revenue of UNA events.
4. Maintain effective communication and collaborative relationships with residents, community groups, contractors, partners, and UNA staff in the planning and delivery of events.

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### ROLES, RESPONSIBILITIES AND EXPECTATIONS

Community Events Planning and Delivery

1. Plan, develop, coordinate, and evaluate UNA community events of varying size, scope, and significance, including: Neighbours Day, Lunar New Year, Diwali, Canada Day, Easter celebrations, Halloween events, the Spring Art Fair, Spring and Fall Community Yard Sales, and Community Night showcase events.
2. Develop event concepts, work plans, timelines, and budgets in collaboration with the Recreation Manager and relevant UNA staff.
3. Coordinate event logistics, including site layouts, equipment and supplies, staging and AV, décor, food vendors, waste management, signage, accessibility, and risk management.
4. Secure and liaise with performers, exhibitors, vendors, contractors, and campus/community partners; prepare or support the preparation of contracts and agreements as required.
5. Lead on-site event operations, including set-up, event supervision, troubleshooting, and takedown, ensuring a positive, safe, and inclusive environment for all participants.

#### Community Engagement and Partnerships

1. Build and maintain effective relationships with residents, cultural groups, student organizations, UBC units, and local businesses to support co-creation and sponsorship of events.
2. Engage community stakeholders to identify emerging interests and needs, and incorporate feedback into event planning and design.
3. Represent the UNA at community meetings and partner tables related to events, as assigned.

#### Volunteer and Staff Collaboration

1. Work with the UNA volunteer program to recruit, train, schedule, and support volunteers for events.
2. Provide on-site leadership, direction, and support to volunteers and casual staff, modelling strong communication, teamwork, and a service-oriented approach.
3. Collaborate closely with Recreation, Facilities, Communications, and other UNA departments to ensure coordinated delivery of events and initiatives.

#### Event Administration and Communications

1. Develop and monitor event budgets; track revenues and expenses; support financial reporting related to events.
2. Maintain accurate event records, calendars, inventories, and documentation, including debriefs and post-event reports.

3. Collaborate with the Communications Department to promote events through the UNA Program Guide, website, social media, newsletters, and on-site signage.
4. Provide customer service and event information to residents and participants through various communication channels.

#### Risk Management and Community Centre Support

1. Ensure events are delivered in compliance with UNA policies, safety standards, and relevant regulatory requirements, including emergency procedures and incident reporting.
2. Assist in the development and implementation of event-related procedures, guidelines, and best practices for UNA community centres and outdoor spaces.
3. Support general Recreation and community centre operations as required, including occasional assistance to front desk or facilities staff during peak periods.

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## WORK SCHEDULE AND CONDITIONS

- Regular work schedule: Tuesday to Saturday, 30.0 hours per week (7.0 hours per day plus a 0.5-hour unpaid lunch).
- Flexible hours are required, including evenings and additional weekend work, to meet the operational needs of events such as Neighbours Day, Lunar New Year, Diwali, Canada Day, Halloween, and other peak times.
- Primary work locations are Wesbrook Community Centre and the Old Barn Community Centre, with frequent work in outdoor and other UNA neighbourhood locations.
- The position involves standing for extended periods and assisting with event set-up and takedown within safe physical limits.

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## SKILLS, QUALIFICATIONS AND EXPERIENCE REQUIRED

### Education Requirements

- Degree or Diploma in Recreation, Event Management, Physical Education, Kinesiology, Community Planning/Development, Leisure Services, or a related field; an equivalent combination of education and experience may be considered.

### Experience Requirements

- Minimum of 3–5 years of experience coordinating cultural, recreation, sport, or community events and programs, preferably in a municipal, campus, or community centre setting.
- Experience planning and delivering special events and working with volunteers, contractors, and community groups.
- Experience in a not-for-profit or public sector environment is preferred.

#### Technical Knowledge, Skills & Abilities

- Proficiency in Microsoft products such as Outlook, Word, and Excel, and familiarity with registration and scheduling software (e.g., Explore Recreation, Activenet, Vome or similar).
- Ability to plan, organize, and deliver multiple events and projects simultaneously, with attention to detail and deadlines.
- Ability to collect, analyze, and report on basic event attendance and feedback data to inform decision-making.

#### Soft Skill Requirements

- **Communicate Effectively** – Demonstrate excellent verbal and written communication skills with residents, partners, and colleagues.
- **Foster Teamwork** – Work cooperatively and effectively with others; demonstrate the ability to lead on-site teams and volunteers during events.
- **Lead** – Positively influence others to achieve results that are in the best interest of the UNA and the community.
- **Organize** – Set priorities, develop work schedules, monitor progress, and track details related to events and initiatives.
- **Solve Problems and Make Decisions** – Assess situations, identify options, and make timely decisions during event planning and delivery.
- **Focus on Community Needs** – Anticipate, understand, and respond to resident needs to meet or exceed expectations within UNA parameters.
- **Adaptability and Discretion** – Demonstrate flexibility in a changing work environment, maintain confidentiality, and appreciate the sensitivity of political issues affecting the UNA.

#### Other Requirements

- Successful completion of a Criminal Record Check, including vulnerable sector, as required.
- Standard First Aid and CPR, or willingness to obtain.

Salary Range (2026)

- \$49,000.00 - \$67,000.00
- \$58,000 Mid-Point