



UNIVERSITY  
NEIGHBOURHOODS  
ASSOCIATION

**Program Coordinator**  
**University Neighbourhoods Association (UNA)**  
**Vancouver, BC**  
**Parks & Recreation / Community Services**

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**Overview**

The University Neighbourhoods Association (UNA) is seeking a full-time **Program Coordinator (Temporary)** to support the planning, coordination, and delivery of recreation programs and services at the Wesbrook and Old Barn Community Centres in the UBC neighbourhoods of Vancouver, BC. Reporting to the Assistant Recreation Manager, this position provides leadership in programming, staff supervision, community engagement, and budget administration within a dynamic, community-focused environment.

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**Duties and Responsibilities**

- Plan, organize, and manage a wide range of community recreation programs, camps, and special events at UNA community centres.
  - Assist with the annual recreation work plan, including programming, budget development, revenue targets, and performance reporting.
  - Lead the development and production of three seasonal Program Guides each year in collaboration with Communications and Front Desk teams.
  - Ensure all programs and events comply with UNA policies, safety procedures, and risk management practices.
  - Supervise the Camp Coordinator, program staff, instructors, and volunteers, including participation in recruitment, training, scheduling, coaching, and performance management.
  - Monitor program participation, collect community feedback, and implement program evaluations to improve service quality and responsiveness to community needs.
  - Oversee program budgets, monitor revenues and expenses, and support financial reporting and analysis.
  - Lead and support grant applications and special projects that enhance programming opportunities.
  - Maintain effective relationships with community partners, resident groups, and other stakeholders to support joint initiatives and community engagement.
  - Contribute to the development and implementation of policies and procedures related to recreation programming and facility operations.
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## 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 recreation leadership or program coordination role, preferably in a community, municipal, or not-for-profit setting.

### Knowledge, Skills and Abilities

- Knowledge of community recreation programming, customer service practices, and public recreation service delivery.
- Experience supervising staff and/or volunteers, including scheduling, training, and performance support.
- Knowledge of budget preparation, financial monitoring, and reporting.
- Ability to establish and maintain effective working relationships with internal staff, external partners, and community members.
- Strong organizational, planning, and time-management skills, with the ability to manage multiple priorities and meet deadlines.
- Excellent verbal and written communication skills and a commitment to high-quality customer service.
- Proficiency with recreation registration/booking software (e.g., Xplor Recreation or similar) and standard office applications.
- Ability to maintain confidentiality and handle sensitive issues with discretion and sound judgment.
- Ability to work days, evenings, and weekends as required.

### Other Requirements

- Successful completion of a Criminal Record Check.
- Valid First Aid/CPR certification (or ability to obtain).

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## Hours, Salary and Benefits

This is a full-time, temporary position based on 35–40 hours per week, with some evening and weekend work required to support programs and events.



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Salary Range (2026)

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

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### Application Instructions

Qualified applicants are invited to submit a cover letter and resume (in a single PDF) by **July 5<sup>th</sup>, 2026**

**Email:** [alina.stadnyk@myuna.ca](mailto:alina.stadnyk@myuna.ca)

**Subject line:** Program Coordinator – UNA

Applications will be accepted until “**position is filled**”. We thank all applicants for their interest; however, only those shortlisted for an interview will be contacted.

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