

Community Centre Program Coordinator  
Full-time  
(Starting date - April 1<sup>st</sup>, 2019)

### About the UNA

The University Neighbourhoods Association (UNA) is a unique nonprofit society created to provide municipal-like services (streets, streetscapes, parks, playfields, playgrounds, community centres, social services and full range of recreational services) to approximately 12,000 residents living in designated neighbourhoods on UBC Vancouver Campus.

### Job summary

Reporting to the Recreation Manager, you will be responsible for the day-to-day planning, scheduling, and supervision of recreational, cultural, and educational programs within UNA facilities and outdoor spaces. Teamwork, initiative, and a strong background in all types of recreation programming, including working with community groups, volunteers, and participants of all ages are essential.

### Job Responsibilities

1. Responsible for the creation and evaluation of community centre programming for the UNA
  - a. Schedules and coordinates community centre programming
  - b. Creates programming surveys to collect residents' feedback on a consistent basis and incorporates participant feedback into the provision of programs
  - c. Data analysis of community centre programs
2. Responsible for communicating with UNA/community centre staff, instructors, and programming partners in various media to promote community centre programming
  - a. Responsible for the production and development of content for the Recreation Program Guide and UNA website
  - b. Sources and coordinates the delivery of programs from third party suppliers at UNA community centres
  - c. Coordinates programming schedules and resolves schedule related issues with related parties
3. Responsible for the program administration
  - a. Assists in developing community centre administrative and program procedures
  - b. Coordinates program related logistics
  - c. Hires new instructors and arranges instructor contracts for each program
  - d. Assist in financial matters related to programming

- e. Maintains the orderly functioning of UNA community centres including the maintenance of equipment and supplies
  - f. General office/staff support and duties
4. Responsible for the planning and delivery of select special events as required
  - a. Develops, organizes and delivers special events for community
  - b. Coordinates with third party suppliers when needed
  - c. Prepares debrief after special events
5. Special tasks as assigned

#### Qualifications and Skills

- Degree or Diploma in Physical Education, Human Kinetics, Recreation, Community Planning or Development and/or Leisure Services.
- 2-3 years experience working within and/or coordinating cultural, recreation, sport or community leisure services. Experience in a municipal setting is preferred.
- Experience in designing community centre programming. Specific experience in fitness and social programs and community engagement will be considered a benefit.
- Experience in analyzing programming statistics and producing periodic reports for executive review.

#### Job Particulars:

- Permanent – Full Time.
- Holiday and special event work as required
- Close Date: Friday May 15th, 2018
- Please submit your resume to [marta.mikolajczyk@myuna.ca](mailto:marta.mikolajczyk@myuna.ca)

**This position is expected to be filled by promotion reassignment and is included here to inform you of its vacancy within the organization.**