

JOB POSTING

POSITION:	Recreation Assistant
TERM:	Full- Time – Permanent
DEPARTMENT:	Community Services / Recreation
WORK LOCATION:	Ucluelet Community Centre (On-Site)
HOURS OF WORK:	Sunday – Thursday, 8:45 AM to 5:15 PM
RATE OF PAY:	\$31.64 per hour <i>(Less 10% during probationary period, plus benefits)</i>
POSTING DATE:	September 5, 2025
CLOSING DATE:	September 19, 2025
POSITION START DATE:	Immediately

JOB SUMMARY

Reporting to the Director of Community Services, or designate, the Recreation Assistant is responsible for providing front line service and assists with the delivery of recreation programs, special events, projects, and facility support within the Ucluelet Recreation Department.

Principal Responsibilities:

- Carries out all duties that pertain to front line customer service, registration, bookings and handling cash within the Ucluelet Recreation Department.
- Collaborates within the Recreation department to ensure smooth delivery of recreational programs/services.
- Works in collaboration with the Recreation Department to assist in the planning, organizing and delivery of Special Events.
- Carries out administrative duties including filing, website uploads, bookings, and end of day procedures.
- Creates and posts social media content for the Recreation Department, and/or District of Ucluelet as required.
- Coordinating with and supporting program instructors when requested.
- Assists with pursuing sponsorship and grant opportunities.
- Collaborates with other organizations for program development and delivery when requested.
- Other related duties as required.

Required Knowledge, Skills, and Abilities:

- Experience working events.
- Basic understanding of event timelines/ itineraries.
- Strong understanding of current social media practices
- Experience using Canva or other digital publishing programs.
- Proficiency in the use of Microsoft Office Suite.
- Working knowledge of Zoom, Teams and other video conferencing platforms.
- Strong work ethic.

- Leadership qualities.
- Ability to take direction and respect policy.
- Proven time management skills.
- Excellent interpersonal skills.
- Ability to communicate effectively and diplomatically with vendors, contractors, staff members, as well as members of the community.
- Must be adaptive, and flexible.
- Organized and efficient.
- Ability to work well in a team environment, as well as the ability to work independently with minimal supervision.
- Ability to exercise good judgement in day-to-day operations, as well as in emergency scenarios.

Education, Work Experience, Required Qualifications:

- Completion of a Post-Secondary Diploma or Certificate in Office Administration (*Equivalent combination of training, education and experience in an administrative environment will be considered*).
- Minimum two years experience working in an office, recreation or in special events environment.
- Must be physically able to carry out the set-up requirements of the role.
- Valid Occupational First Aid Level 1 is preferred.
- Valid BC driver's licence without restrictions.
- *The successful applicant will be required to provide criminal record clearance as a condition of employment.*

Working Conditions:

- Office environment.
- Sitting for long periods of time.
- Minimal travel between recreational facilities within the District of Ucluelet.
- Evening and weekend attendance for special events as required.
- Special events/ programs are indoors and outdoors.
- Lifting/ bending/ pushing/ carrying items for program and special event set up.

How To Apply:

Applicants meeting the above qualifications may apply by sending a cover letter & resume in one (1) PDF document, including three (3) relevant references.

To: Samantha McCullough, Manager of Human Resources & Communications
 Email: careers@ucluelet.ca
 Office: 200 Main Street, Ucluelet BC
 Mail: District of Ucluelet, Box 999, Ucluelet, BC V0R 3A0

Only applications received before the position close date will be considered. The District of Ucluelet wishes to express our appreciation to all applicants for their interest and effort in applying for the position and advise that only those selected for an interview will be contacted. Thank you.