



COMMUNITY PROGRAM ATTENDANT LEAD
Full-Time, Permanent
Internal/External Posting No. 2026-32

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| Department: | Department |
| Internal Posting Date: | April 17, 2026 |
| Internal Closing Date: | April 30, 2026 |
| External Posting Date: | May 01, 2026 |
| External Closing Date: | May 17, 2026 |
| 2026 Hourly Rate: | \$28.93 after probation |
| Hours of Work: | 35 hours per week |
| Competition No.: | 2026-32 |

The City of Dawson Creek invites applications for a full-time, permanent Community Program Attendant Lead. Under the direction of the Community Program Coordinator or designate, the Community Program Attendant Lead oversees recreation activities, including monitoring drop-in programs, and instructing recreation programs, activities, and camps. This position operates with minimal supervision, develops lessons plans, assists with planning programming, and leads other staff and contractors.

Working hours are scheduled from Saturday to Friday, days, evenings, and weekends, including non-instructional days, school breaks, and statutory holidays.

Requirements:

- Valid driver's licence and ability to transport program supplies to site.
- Minimum 1 year experience working in community recreation or sports programs.
- Experience working with school-aged children.
- Proficient and knowledgeable in computer usage, specifically the Microsoft Office Suite and Adobe Acrobat, and knowledge of recreation registration software.
- OFA Level 1 (or equivalent) with CPR C and AED Certification.
- Satisfactory Criminal Record Search with Vulnerable Sector.

What You'll Do:

- Supervise and instruct registered programs including sport programs, recreation activities, camps, the After School Sport and Art Initiative (ASSAI), and other departmental activities and events.
- Lead other recreation staff and contractors to ensure programs and facilities operate safely and efficiently.
- Assist with planning, developing, and scheduling recreation programs and seasonal events.
- Monitors recreation program facilities and equipment for safety, cleanliness, and security.
- Managing cash and electronic transactions for recreation program activities.

The ideal candidate possesses the capacity to perform all duties in a safe manner while fostering positive relationships with both the public and fellow staff. Please include copies of any relevant certification with your application.

Candidates should submit a résumé by emailing a word document or pdf to resumes@dawsoncreek.ca, with the job posting name and number in the subject line, no later than 11:59 pm on the closing date

referenced above. The City thanks all applicants for their interest; however, only those selected for an interview will be contacted.

The City of Dawson Creek is committed to accommodating persons with disabilities whenever reasonably possible during the selection and employment process. You must be legally entitled to work for any employer in Canada to be eligible for this position. By applying for this position, you are giving permission for the City to contact your previous employers and references.