



COMMUNITY PROGRAM ATTENDANT
Part-Time
Internal/External Posting No. 2026-24

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| Department: | Community Services |
| Internal/External Posting Date: | April 02, 2026 |
| Internal/External Closing Date: | April 18, 2026 |
| 2026 Hourly Rate: | \$24.34 after probation |
| Hours of Work: | 15 hours per week |
| Competition No.: | 2026-24 |

The City of Dawson Creek is seeking a part-time Community Program Attendant to support the delivery of community recreation programs. Reporting to the Community Culture & Recreation Manager, Community Program Coordinator or designate, the Community Program Attendant oversees recreation activities—including gym monitoring—and supervises drop-in programs, and instructs recreation sports programs, activities, and camps for participants of varying ages. This position operates with minimal supervision, prepares lesson plans when required, and may assist or lead other staff and contractors in program delivery.

Requirements:

- Proficient and knowledgeable in computer usage, specifically the Microsoft Office Suite.
- OFA Level 1 (or equivalent) with CPR C and AED Certification
- Satisfactory Criminal Record Search with Vulnerable Sector.
- Physical agility and ability to complete duties requiring physical effort.
- The ability to perform all of the duties outlined in a safe manner following established Facility Procedures, Occupational, Health & Safety Rules, Violence in the Workplace policies and W.C.B. Regulations, i.e. WHMIS, T.D.G.

What You'll Do:

- Supervise drop-in and instruct and support registered recreation programs, including sports, camps, departmental activities/events, and the After School Sport and Art Initiative (ASSAI) program.
- Prepare and deliver lesson plans for registered and drop-in programs when required.
- Open and close program spaces; complete set-up and clean-up; ensure equipment is properly handled and stored.
- Monitor recreation facilities, equipment, and program areas for safety, cleanliness, and security, report hazards and issues.
- Manage cash and electronic transactions associated with recreation program activities, in accordance with City procedures.

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 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.