



COMMUNITY PROGRAM INSTRUCTOR

Casual, On-call

Internal/External Posting No. 2025-82

Department:	Community Services
Internal Posting Date:	November 28, 2025
Internal Closing Date:	December 11, 2025
External Posting Date:	December 12, 2025
External Closing Date:	December 28, 2025
Hourly Rate:	\$23.63 after probation
Hours of Work:	Casual, On-call
Competition No.:	2025-82

The City of Dawson Creek is seeking to hire casual Community Program Instructors to assist with the delivery of community recreation programs. Under the direction of the Community Culture & Recreation Manager, Community Program Coordinator or designate, the Community Program Instructor oversees recreation activities including sports programs, and camps. The instructor is also responsible for gym monitoring and instructing drop-in programs. The instructor will operate with minimal supervision, may occasionally develop lessons plans or lead other staff.

Requirements:

- Must have a minimum of a valid Class 5 Driver's License,
- OFA Level 1 (or equivalent) with CPR C and AED Certification and,
- High Five: Principle of Healthy Child Development certification (can be obtained after hire),
- Satisfactory Criminal Record/Vulnerable Sector Check through the RCMP.

What You'll Do:

- Supervise, implement, and assist with drop-in and registered programs including sport programs, camps, and other recreational activities.
- Program Instructors are responsible for supervision, opening and closing of buildings, set up and tear down of equipment, and general cleaning as necessary.
- Manage 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 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.