



1200 Cartier Avenue
Coquitlam, BC V3K 2C3
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Place Maillardville Community Centre in Coquitlam is looking for qualified candidates to deliver programs at elementary and middle schools.

Under direction of the Executive Director and the School Programmer, the leader provides supervision for after school recreation programs. She/he leads, organizes and implements programs, oversees participants, and does related work as required.

Knowledge of:

Common sports, games, arts and crafts, dance and/or artistic recreation appropriate for school ages; supervision and leadership techniques; and basic record keeping.

Skills:

Planning and organizing program elements; prioritizing and handling multiple program tasks; following oral and written directions; and communicating and acting effectively with co-workers, supervisors, users and participants and the general public.

Duties:

Overseeing participants and volunteers; maintaining program discipline; securing and maintaining safety; keeping records and attendance.

Education and Experience:

Possess a high school diploma or equivalency and one year of recreation or related experience; or, a sufficient equivalent combination of education and experience. Those 17 years or older may apply.

Licenses:

Please mention any relevant certification (i.e. First Aid) and licenses. Must be able to complete a criminal record check.

We thank all who apply. Only those most qualified will be contacted for an interview.

Please forward your resume to:

School Programs
Place Maillardville Community Centre
1200 Cartier Ave., Coquitlam BC V3K 2C3
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Fax: 604.933.6168