



CORPORATION OF THE VILLAGE OF POUCE COUPE

PO Box 190, Pouce Coupe, B.C. V0C 2C0
Telephone: (250) 786-5794 Fax: (250) 786-5257
www.poucecoupe.ca

RECREATION PROGRAMMER- CONTRACT

Scope of work: Creation and Implementation of a Recreation Plan

Outcomes and Deliverables:

The Village of Pouce Coupe is currently looking to create a recreation program to organize activities for the benefit of the residents of The Village of Pouce Coupe.

Reporting to the CAO, you will be responsible for creating, promoting, leading, hosting, supervising and evaluating a variety of community recreation services, programs and events.

Examples of programs may include: sporting events, community festivals, youth events and tournaments, arts programs, and activities for seniors. These events may be offered evenings and/or week-ends.

Desired Qualifications:

- Education must include post-secondary course work in recreation programming or a related field.
- Past experience in recreation programs
- Valid class 5 driver's license.
- Occupational First Aid, CPR C, High Five and Food Safe certifications are considered assets.
- Excellent communication skills and problem solving skills
- Organized, leadership skills and recreation supervisory experience
- Strong commitment to customer service excellence

We thank all applicants for their interest; only those under consideration will be contacted.

The contractor will be required to provide their own transportation and is responsible for all vehicle costs.

Interested parties are invited to respond by 4pm July 14th 2017:

Email: [sstokes@poucecoupe.ca](mailto:ssokes@poucecoupe.ca)

Fax: 250-786-5257

Or drop off at the Village Office 5011 49 Avenue, Pouce Coupe, BC and attention Sandy Stokes.