



EMPLOYMENT OPPORTUNITY

Programs and Facilities Administrator

Lillooet sits on the banks of the Fraser River in a beautiful valley, rich with agriculture and surrounded by forested mountains. Adjoining valleys host rivers, creeks and lakes creating a paradise for outdoor enthusiasts.

Those who choose to live and work here enjoy a wide variety of outdoor activities, as well as proximity to both Whistler and Kamloops. If you seek mountains of opportunity, where you can build your career and be proud to be part of the community you call home, Lillooet awaits!

Resumes are now being accepted for the **Full-Time Permanent** position of **Programs and Facilities Administrator** at the District of Lillooet's R.E.C. Centre. For a detailed job description, please visit our website at www.lillooet.ca.

Under the direction of the Recreation Department Head, the Recreation Programs & Facilities Administrator contributes to the efficient operation of the REC Centre through the delivery of information to the public and staff through the handling of office and clerical duties; and aligning staff with building schedules. The Recreation Programs & Facilities Coordinator is responsible for supervising and training other office and programming staff; developing and implementing facilities and office procedures; and aiding all REC Centre operations. This position requires the incumbent to adhere to the District of Lillooet's policies and procedures.

This is a Union position within CUPE Local 173 and the current wage is \$32.66 per hour.

To apply for this position, please submit a cover letter and resume detailing relevant work experience and qualifications to:

Joni L'Heureux
Chief Financial Officer
District of Lillooet
615 Main Street, PO Box 610
Lillooet, BC V0K 1V0
Email: careers@lillooet.ca

Applications for this position will be accepted until 4:00PM on Tuesday, April 30, 2024.

We thank all interested individuals for their applications for this position; however, only those selected for an interview will be contacted.