



**Join the PRRD Team!**

Come work with the Peace River Regional District team in the mighty Peace Region of northeastern BC – world renowned for our friendly people, spectacular outdoor recreation and linkages to the Yukon and Alaska.

The Peace River Regional District includes four electoral areas and seven member municipalities, with a total population of approximately 60,000, covering a vast 120,000 square kilometer area.

Posting Date  
June 10, 2026

Application Deadline  
June 24, 2026 **At 4:00 PM**

**Application Information**

Visit [prrd.bc.ca/employment](http://prrd.bc.ca/employment) to view the **job description** for a full list of qualifications and to find out the status of this posting and other employment opportunities with the PRRD.

Apply in confidence by providing a cover letter noting the position being applied for, a resume, and three supervisory references to:

Peace River Regional District  
Human Resources  
[hrprrd@prrd.bc.ca](mailto:hrprrd@prrd.bc.ca)  
P. 250-784-1167

## Parks and Rural Recreation Coordinator

**Full Time, Permanent Position**

Reporting to the General Manager of Community Services or designate, this position supports the delivery of community services to residents, community groups, and partner organizations, with a focus on regional parks, rural recreation, culture, grants, and related service areas.

**Key Responsibilities:**

The Parks and Rural Recreation Coordinator will:

- Support the delivery of Community Services programs, projects, agreements, grants, and service initiatives.
- Liaise with community groups, local governments, contractors, and other stakeholders.
- Assist with service planning, policy development, procedures, agreements, bylaws, research, reports, and correspondence.
- Coordinate and monitor facility, parks, and recreation agreements and contracts, including compliance follow-up as required.
- Assist with inspections of parks, facilities, and grounds.
- Support community organizations involved in local recreation, parks, facilities, and community service initiatives.
- Assist with grant programs, applications, committee coordination, public meetings, and public engagement.
- Attend evening and weekend meetings as required.

**Qualifications**

The preferred candidate will have:

- Post-secondary education in recreation, parks management, public administration, or a related field; or an equivalent combination of education, training, and experience.
- Three years of related experience, preferably in local government, recreation, parks, facilities, or community services.
- Experience working with community groups, volunteers, contractors, and/or public-sector partners.
- Strong organizational, project coordination, communication, customer service, and problem-solving skills.
- Ability to manage competing priorities, meet deadlines, work within budgets, and work independently and as part of a team.
- Flexibility in days and hours of work.
- A valid Class 5 Driver’s Licence and the ability to legally work in Canada.

**Additional Information**

The regular hours of work are Monday to Friday, from 8:30 am – 4:30 pm, with one hour for lunch. Some flexibility in hours may be required to attend meetings or support Community Services operations.

The after-probation rate of pay for this union position is \$43.96/hour, plus benefits.

*We thank all candidates for their interest, however, only those selected for interviews will be contacted.*