

# TOWN OF PORT MCNEILL

## JOB DESCRIPTION



### **DEPARTMENT:**

Community Development & Engagement

### **POSITION TITLE(S):**

Community Program Coordinator

### **REPORTS TO:**

Community Development  
& Engagement Manager

The position of the Community Program Coordinator (CPC) is a temporary seasonal role and will run from May 1st, 2026, to September 1, 2026.

The successful candidate(s) will develop and provide Community Program Coordination within the Town of Port McNeill. They will be responsible for our Junior Explorers Summer Camp, and any other community engagement programs that we may have the capacity to do over the course of the season (i.e. Canada Day Celebrations, OrcaFest, Community Recreation Programs, etc.).

The CPC must have excellent communication skills, patience and tact when dealing with the youth, their families, and the public. They must also be well organized, comfortable with speaking in front of a group, and have the ability to effectively work and communicate with young people.

### **Position Summary:**

To provide a knowledgeable, friendly, confident, and pleasant engagement with program participants. To manage the day-to-day programming safely and successfully for the Junior Explorers Summer Camp, and any other recreational activities that are happening. This position is responsible for a variety of tasks and duties which require daily interaction with the public. Some tasks and duties may be physical in nature and require the use of simple tools and equipment. The successful candidate shall act as an ambassador for the Town of Port McNeill in all dealings with the public, staff & Council and may be required to perform other duties as required by the position. They will need to have knowledge and experience of being outdoors and require strong leadership skills.

Applications are due by March 27, 2026, at 4:00pm

Please submit them to: [reception@portmcneill.ca](mailto:reception@portmcneill.ca) or drop off at the Town Office at 1775 Furney Place

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### **Duties and Responsibilities:**

- Provide a safe, and inclusive environment, while offering guidance, leadership, and training to the youth program participants.
- Ensure all equipment and gear needed to operate are in safe working order, before and after each session.
- Ensure that you have all necessary forms and documents completed in a timely manner.
- Work with the Community Development & Engagement Manager to coordinate events for the Town of Port McNeill (example: Canada Day, OrcaFest, etc.)

### **Qualifications & Experience:**

Your resume and cover letter must clearly describe how you meet the following qualifications:

- Excellent communication skills both written and verbal.
- Sound working knowledge of program development and implementation.
- Ability to prioritize projects, strong problem-solving skills.
- Ability to work in an environment of strict confidentiality.
- Ability to multitask while working with youth.
- Flexible and able to manage multiple requirements in a fast paced, environment.
- Excellent organizational skills
- Detail oriented with a high degree of accuracy.
- Strong human service orientation.
- Able to build and maintain positive working relationships with others.
- Foster teamwork and work cooperatively and effectively with others to set goals, resolve problems and make decisions that enhance organizational effectiveness.
- Patient, optimistic, good sense of humor and strong team player.
- Must provide a clean criminal record check for working with a vulnerable sector.

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