



Employment Opportunity District of Peachland Recreation and Culture Technician

The District of Peachland is a vibrant and growing community of approximately 6,200 residents, located on the shores of the Okanagan Lake in the scenic Okanagan Valley in British Columbia.

We are currently recruiting for a permanent full-time Recreation and Culture Technician.

Reporting to the Manager of Recreation and Culture, the Recreation and Culture Technician performs duties related to the provision of recreational services to the residents of Peachland. The Recreation and Culture Technician coordinates, promotes, and implements recreational programs and special events for a diverse variety of programs in sport, outdoor, social, arts and cultural areas.

In addition, the Recreation and Culture Technician delivers recreational and cultural District programs throughout the community and is responsible for the day-to-day duties within and around the District's Community Centre.

Key Job Duties:

- Plans, delivers, and monitors recreation and culture programs.
- Responsible for the preparation, organization, and monitoring of special events.
- Responsible for developing recommendations on the creation, implementation, and evaluation of new recreational programs and events.
- Promotes recreational activities for a wide range of ages, abilities and interests.
- Assists the Recreation and Culture Manager with the design, layout and completion of the Program Guide.
- Produces posters/flyers/brochures/webpages and maintains social media presence.
- Liaises with volunteers, contractors, and seasonal staff involved with programs and special events as required.
- Answers general inquiries from the public regarding the use and availability of facilities, details of recreational and cultural programs, and special events.
- Supports and administers the day-to-day business of the Community Centre, including providing reception, telephone answering, taking bookings, collecting fees, damage deposits and insurance, scheduling, arranging cleaning services, cash receipting, daily deposits and refunds, opening and sorting mail, record keeping, related problem solving and communicating with various user groups.
- Performs regular website updates, newspaper ads, outdoor signage and social media postings in relation to promoting programs, special events and other department communications.
- Sets up and takes down equipment for meetings and recreation programs such as arranging tables, chairs, projectors, and provides gymnasium equipment for specific functions. Provides post event check on status of equipment, supplies and facility.
- Supports the Recreation and Culture Manager which may include preparation of grant proposals and Council reports.

- Performs a variety of tasks including monitoring, maintenance and cataloguing of recreational inventory and kitchen inventory, ordering recreation and office supplies, volunteer coordination and meeting preparation.

Education Training and Experience:

- A post-secondary certificate, diploma or degree in Leisure Service Administration, Recreation Management, Special Event Management, or in a related field.
- Two years of recent municipal or non-profit work experience in a role directly related to the planning and delivery of recreation and cultural events and programs.
- Direct experience with graphic design software, such as Canva and Adobe Illustrator.
- Working knowledge of Microsoft Office Suite and related experience using Recreation Software such as Xplor Recreation.
- Experience with promoting events and programs, including website updates and social media posts.
- Familiarity with the local community.
- A clean criminal record check must be obtained and maintained.
- A valid BC Class 5 Driver's License.

This is a CUPE Local 608 position and starting January 1, 2026, the rate of pay is \$38.90 per hour and includes a comprehensive benefits and pension plan.

This posting will remain active until the position is filled.

Please submit your resume with cover letter quoting "Recreation and Culture Technician" to:

Human Resources
District of Peachland
5806 Beach Avenue
Peachland, B.C. V0H 1X7
e-mail: careers@peachland.ca

We thank applicants for their interest in this position; however, only those applicants selected for an interview will be contacted.



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www.peachland.ca