
Parks and Environmental Services Coordinator

A small town with a big heart – filled with smiling faces.

Sooke embraces our natural assets including local parks, trails, waterways and oceanfronts; we honour the history of the lands of the T'Sou-ke and Sc'ianew (Cheanuh) First Nations within the Coast Salish Territory.

"Where the rainforest meets the sea." Characterized by warm, dry summers and mild winters, Sooke's pleasant climate is a year-round paradise for those who enjoy outdoor activities, such as hiking, biking, kayaking, or sailing.

Our team welcomes those who share our values of accountability, compassion, leading by example, respect, and service excellence to apply for this exciting opportunity.

The District of Sooke has a permanent employment opportunity for a Parks and Environmental Services Coordinator. Reporting to the Manager of Parks and Environmental Services, the Parks and Environmental Services Coordinator provides technical and parks project support for the advancement of environmental services and parks operations. The Parks and Environmental Services Coordinator assists in the advancement of environmental initiatives and programs for the District of Sooke and participates in strategic planning and land development related to parks and the environment.

To be considered for this role, applicants should have the following qualifications:

- A diploma in Environmental Science, Parks Management.
- A minimum of five (5) years of diverse and progressively responsible experience including three (3) years of directly related experience in park planning and development.
- Must be able to obtain and maintain Occupational First Aid Level 1 certification.
- A valid Class 5 BC Driver's License and a current Drivers Abstract.
- A Criminal Record Check (CRC) will be required.

Additional consideration may be given to applicants with the following qualifications:

- Education and experience in project management.
- A member of the College of Applied Biology (R.P. Bio) or equivalent professional designation.
- Experience with MS Office Online, SharePoint Online, and Tempest.
- A combination of experience and education.
- Related experience in local government or private sectors.

This is a CUPE Local 374 position. **The 2025 rate for the Parks and Environmental Services Coordinator is \$54.65/hour, plus an excellent benefit package.** To view the full job description and to apply online, please visit the career page of our website at www.sooke.ca/employment.

Closing date for receipt of applications is 9:00 p.m. on Wednesday, April 2, 2025.

The District of Sooke thanks all applicants for their interest and advises that only those to be interviewed will be contacted.