

Recreation Services Manager

Reports to the Chief Administrative Officer

Permanent, Full-time: Monday to Friday – 8:30 – 4:30, some evening work required.

Definition:

The Recreation Services Manager manages recreation facilities and programs in consultation and cooperation with community groups and users. The incumbent encourages and supports the community in the enjoyment of leisure services offered by the Village of Pemberton.

The incumbent is responsible for the following tasks:

- Efficient management of the Pemberton and District Recreation Service (facilities, programming and services, policy development, planning and contract management, etc.);
- Development and management of recreation services budgets;
- Encouraging and supporting the community in its pursuit for the enjoyment of leisure services in consultation and cooperation with community groups and users;
- Long term facility and program planning.

Overall Key Responsibilities:

- Plans and directs day-to-day operations of recreation and leisure services.
- Develops and implements long term plans for recreation services.
- Develops and implements new revenue generating opportunities.
- Researches and applies for grant funding from applicable programs for the Pemberton and District Community Centre and recreation programs.
- Develops and recommends policies, procedures and bylaws deemed advisable for the effective operation of recreation and leisure services.
- Prepares a 5-year financial operating and capital plan for the Pemberton and District Recreation Service.
- Monitors and controls revenues and expenditures for the Pemberton and District Recreation Service.
- Delivers ongoing staff training and development.
- Recommends the hiring, promotion and discipline of Village recreation staff.
- Represents the Village in meetings on recreation matters with stakeholders and outside agencies.
- Liaises with the Finance Department and insurance providers on matters pertaining to insurance claims and risk management.
- Develops maintenance strategies for existing and proposed facilities.
- Participates in the design of future facilities and amenities.
- Serves as the owner's representative on capital projects for the Pemberton and District Recreation Service.
- Other duties as assigned.

Health & Safety

As per the Village's commitment to the physical and psychological health and safety of its employees, the Recreation Services Manager must adhere to the following accountabilities:

- Identifying and reporting workplace hazards
- Participating in incident investigations and inspections
- Assisting with Job Hazard Analysis and Risk Assessments
- Adhere to all workplace safety policies and procedures
- Being aware of the following safety considerations identified for this position:
 - Lifting awkward loads
 - Dealing with difficult customers
 - Extension of regular work hours during peak operations
 - Computer workstation ergonomics
 - Operating company vehicles

Minimum Qualifications

- Work experience in a similar senior or deputy position in a similar sized recreation department. A minimum of 3-5 years' experience in a similar position is desired.
- Experience in recreation program development, facility management, financial management, human resources management, supervisory skills and policy development.
- A degree or diploma in recreation management.
- Strong report writing, research and communication skills are necessary.
- Knowledge of Freedom of Information and Protection of Privacy Act practices and procedures.
- Strong team building, motivational and interpersonal skills are required.
- Effective time management and supervision skills are required.
- Knowledge of Workplace Hazardous Materials practices is required.
- Valid BC Driver's License and satisfactory Driver's Abstract.