



Recreation Manager

A picturesque community of 11,700 residents, the District of Summerland boasts a small town atmosphere, beautiful outdoor environment and a great quality of life. Recreational amenities include a Community Complex (swimming pool, fitness room, meeting rooms), Arena, Banquet Room, Curling rink, Theatre, Spray Park, Beaches, Parks, Rodeo Grounds, and trails.

Due to an upcoming retirement, the District of Summerland seeks a full time Manager of Recreation to join our team. This position is responsible for the planning, organizing, implementing and evaluating all parks and recreation programs and services for the District. As a member of the senior management team, you will play a key role in the development of organizational culture and performance management.

We are looking for an individual with a minimum of five years in a municipal recreation position, and who has experience managing human resources in a unionized environment. Experience with facility management including arena, aquatics, community theatre and parks is necessary. You should possess post-secondary education in Recreation Programming (or related discipline) and have at least 2 years of managerial/supervisory experience (or an equivalent combination of education, experience and knowledge). Excellent communication skills will be required to effectively work with other recreation staff, sport associations and community groups, and managers from other departments.

Interested applicants are requested to send their resume, including a covering letter, which reflects their knowledge, skills and abilities relevant to the position by email to hr@summerland.ca by **2:00pm, Thursday, September 21, 2017**. Resumes can also be mailed or dropped off to the attention of the HR Department, District of Summerland, Box 159, 13211 Henry Avenue, Summerland, BC V0H 1Z0.

A detailed job description can be found at below.

We thank all applicants for their interest, however, only those candidates selected for further consideration will be contacted.



Job Description

August 23, 2017

RECREATION MANAGER

Nature and Scope of Work

Reporting to the Chief Administrative Officer, the Recreation Manager is a part of the senior management team. He/she is accountable for the delivery of all recreation related services, parks operations and the management of all municipal recreation facilities.

The Recreation Manager will be responsible for the staffing of all parks and recreation related areas and is accountable for the planning, administration and management of the Recreation Department. Working with an appointed Parks and Recreation Commission, the Recreation Manager ensures the parks and recreational needs of the municipality are met.

Working with full-time, part-time, contract staff and volunteers, this position demands a high level of interaction with not only staff but the general public, community organizations, special interest groups and senior management team.

Typical Duties and Responsibilities

1. Coordinate the planning and operation of the Parks and Recreation Department, administrating the Aquatic Fitness Centre, Arena, Curling Rink, Banquet Room and Theatre.
2. Direct the regular operations of the Parks and Recreation Department and supervision of employees.
3. Use municipal and departmental goals and objectives in developing policies and procedures for the Recreation Department.
4. Efficient management of all recreation facilities using planning and effective preventive maintenance in the physical operation of all facilities.
5. Use community input and the Parks and Recreation Master Plan to provide a wide variety of recreational opportunities and facilities for people of all ages in the community.
6. Prepare information for bylaws, resolutions, regulations, expenditures, revenues, contract agreements, facility maintenance and all other matters related to parks and recreation.
7. Prepare all Recreation budget information and provide sound fiscal management of all parks and recreation facilities and programs in addition to both short term and long term fiscal planning.
8. In conjunction with Works and Utilities, coordinate the planning and maintenance of all municipal parks, beaches and green space.
9. Work closely with the Parks and Recreation Commission to ensure close communication with the community when dealing with recreation related matters.

10. To work closely with community organizations in areas of facility development, parks development, fund raising and marketing.
11. Prepare and recommend to Council, policies related to all areas of parks and recreation.
12. Raise the profile of the community and the Parks and Recreation Department through public relations and community input in parks and recreation planning.
13. Liaison with local agencies and the School Board for effective use of all staff and facilities.
14. Directs and oversees the appointment, promotion, demotion, suspension and dismissal of employees in the Parks and Recreation Department.
15. Scheduling of all parks, playing fields and facilities including both municipal and some school.
16. Provide information, maintenance and direction in areas such as playgrounds, playing fields and specialized facilities such as tennis courts, skateboard parks and water parks.
17. Direct the day to day operations of the Arena, Banquet Room, Curling Rink, Theatre, Parks and Recreation Department office.
18. To provide direction and expertise in areas relating to liability and safety including working with other agencies such as the Workers Compensation Board, Municipal Insurance Association and the Fire Department.
19. To implement and manage a risk management program for the Parks and Recreation Department.
20. Oversee the operation, maintenance and planning for the Rodeo Grounds Complex.

Required Qualities, Knowledge and Skills

- A degree or college diploma in Recreation or related discipline.
- A minimum of five years experience working in Parks and Recreation management or related field.
- Strong interpersonal and team building skills.
- Experience and expertise in developing and marketing Parks and Recreation services.
- Knowledge of Municipal, Provincial and Federal recreation organizations and their programs.
- Ability and skills in public administration including record keeping, budgeting, leadership and communication.

Key Results Expected from this Position

- Effective management of the Parks and Recreation Department including fiscally responsible operation of all programs and facilities.
- Effective management of human resources promoting a co-operative team environment.
- A continual evaluation of Summerland's Parks and Recreation needs including both current and future.
- Work with Senior Management in creating an effective management team for the Municipality.
- Assume a leadership role in the future development of Parks and Recreation facilities and green space.
- Work with Council, Staff, the Parks and Recreation Commission, user groups, community associations and the public in the development of programs and facilities in Summerland.

Reporting Relationships

Reports to: Chief Administrative Officer
Immediate Subordinates: Parks and Recreation Staff