

MANAGER, RECREATION SERVICES

APPROVED BY:

EXEMPT (Y/N): Yes

SALARY LEVEL: Exempt Salary Grid

Replaces: *Manager, Rec. Services*

REPORTS TO: General Manager, Community Services

DATE: Aug 2020

DIVISION: Recreation Services

DEPARTMENT: Community Services

Date: *Nov 2019*

SUMMARY: Reporting to the General Manager, Community Services, this position is responsible for planning, co-ordinating, and controlling the activities and business affairs, staffing and risk management of the Recreation Services Division. Manages recreation staff and ensures provision of services in compliance with the Regional District’s bylaws, policies, statutory requirements, managerial goals and objectives, and the collective agreement.

KEY RESPONSIBILITIES *include:*

1. Provides professional leadership to all SCRD Recreation staff with regard to recreation and leisure programs, aquatic programs, special events development, and ensures that services are delivered to the highest of standards in accordance with all regulatory requirements and based on industry best practices.
2. Develops and supports relationships with existing community groups, school district leadership, member municipalities, First Nations, and nurtures external partnerships and networks in the evolution of service delivery, public participation, sponsorship agreements, grant management, and community development.
3. Provides leadership to divisional staff in areas such as staff scheduling, administration of the collective agreement, policies and procedures, project development, recruitment, performance engagement, disciplinary action, and conflict resolution.
4. Works closely with management and supervisory staff in Facility Services and Parks, participating as a member of the Community Services Team in the development of strategic goals and objectives in accordance with the Board’s strategic plan, developing and executing a Divisional Strategic Plan, and evolving associated annual work plans.
5. Assists in the development of departmental budgets and provides ongoing oversight and management of all assigned projects and financial practices in the Division.
6. Provides reports on key activities and programs including recommendations to the SCRD Board or its Standing Committees, and to ad hoc committees as assigned.

TYPICAL ACTIVITIES *include:*

1. Attends Committee and Advisory meetings as required, prepares agendas, reports, briefs, plans and background documentation as required for Board consideration or approval, and ensures that the CAO, GM, and/or Board members are adequately briefed on all relevant matters at all times.
2. Under the general direction of the GM, Community Services, initiates actions required by the Board and co-ordinates and monitors assigned tasks emerging from the meetings. Such actions may

include initiating special projects such as feasibility and other studies, social and statistical surveys and development plans to provide services in an efficient manner.

3. Represents the Regional District in the public consultation process on recreation development and management issues e.g. facility planning and development and development of joint use agreements. Administers a variety of service contracts on behalf of the Regional District e.g. for recreation program delivery.
4. Liaises with divisional management and supervisory staff and co-ordinates activities within facilities ensuring that services are provided in a safe, efficient, cost-effective manner and in compliance with appropriate regulatory requirements, administrative procedures, protocols and operational guidelines.
5. Monitors budgets and approves expenditures in designated areas, ensures the appropriate staffing levels for service delivery within budgeted limits. Makes final hiring decisions on recreation staff, reviews performance, provides performance feedback, and disciplinary action.
6. Facilitates a team approach within the divisions and holds staff meetings on a regular basis. Ensures appropriate administration of the collective agreement and bylaw provisions to promote a positive labour relations climate. Acts as a resource to subordinate staff in conflict management and resolution of day-to-day problems.
7. Models and facilitates collaborative leadership both internally and externally with local communities and local governments.

QUALIFICATIONS, EDUCATION AND EXPERIENCE

- Completion of a Bachelor's Degree in Recreation Management, Sport Administration, or related area of study, with preference given to a Master's Degree in a related discipline.
- Five (5) years of increasingly responsible relevant experience e.g. in recreation program development including recent managerial experience, preferably in Recreation Services.
- Experience in the public consultation process, working with local advisory groups, and certification or training in local government administration would be considered as assets.
- An equivalent combination of education and experience may be considered.
- Valid Class 5 BC Driver's Licence.

OTHER SKILLS/KNOWLEDGE

- Demonstrated skills in team leadership and development and customer relations.
- Ability to deal effectively with staff, Board members, groups and members of the public with tact and diplomacy.
- Good skills in oral and written communication/presentation, especially the ability to prepare written reports and make oral presentations.
- Ability to read, analyse and interpret financial statements and statistical data.
- Working knowledge of the legal framework, risk management principles and practices, and liability issues involved in the provision of recreation services.
- Basic knowledge of management and labour relations principles and practices.
- Project management and contract administration skills.