



## **JOB DESCRIPTION – RECREATION MANAGER**

### **Key Responsibilities:**

The Recreation Manager is responsible for administration, programming, maintenance and capital projects for the Quesnel and District Arts and Recreation Centre and the administration and programming of Arena 2 & West Fraser Centre. This includes the responsibility for human resource management of City employees under their supervision. The Recreation Manager acts as a liaison and provides oversight for the rural recreation commissions, the Alex Fraser Park Society as it pertains to the operations of Alex Fraser Park, Quesnel Youth Soccer Association as it pertains to the operations of the indoor sport field complex, and the Quesnel River Archers as it pertains to the operations of Pioneer Park. They ensure that their department is operated in a safe and efficient manner. A key requirement of the position is acting as a community liaison with user groups and the public in general. Promotion and marketing of recreation facilities and the departmental programs offered is a high priority. The Recreation Manager's duties will include the development of partnerships and sponsorships with other community groups and businesses.

### **AREAS OF RESPONSIBILITY:**

- Quesnel & District Arts & Recreation Centre
- Arena 2 & the West Fraser Centre
- All other recreation facilities under the mandate of the Leisure Services Department
- City/CRD owned facilities as it relates to maintenance operations in the absence of the Facilities Manager
- Community wide programming offered by the Department
- Coordination and organization of special events for North Cariboo Recreation and Parks and the City
- Member of the Emergency Social Services Team & City Emergency Operations Centre team
- Liaison to Parkland, Bouchie lake, Barlow Creek rural recreation commissions, Pioneer Park, the indoor sport field complex, and Alex Fraser Park overseeing operating funding, expenditures & capital plan
- Municipal RV Campground

### **DUTIES:**

- Responsible for citywide programs and administration within the Leisure Services Department
- Maintenance at the Arts and Recreation Centre. Primary responsibility of maintenance and custodial staff at the arena and other city facilities, excluding the Arts and Recreation

Centre, shall be the responsibility of the Facilities Manager. In the absence of the Facilities Manager, the Recreation Manager shall also serve as and fulfill the duties of the Facilities Manager.

- Coordination and organization of special events for North Cariboo Recreation and Parks and/or the City of Quesnel
- In coordination with the City Human Resources Department, manages the Human Resource function for designated facilities and ensures compliance under the collective agreements.
- Contributes to the efficient operation of the Department through the development of operating and capital budgets and forecasts and through effective financial reporting for the North Cariboo Recreation and Parks function. Budgets are managed through financial controls and are required to operate within the approved budget limitations established. Responsible for payroll, inventory control, accounts receivable, payable and grant applications for programs and capital projects for sub-regional facilities.
- Responsible for overseeing rural recreation commissions, Quesnel Youth Soccer Association, Quesnel River Archers and Alex Fraser Park operating subsidies and capital grants including reimbursement.
- Acts as a North Cariboo Recreation and Parks function liaison to School District 28 (for the Joint Use Agreement/School Rentals function).
- Responsible to ensure the safe operation of all programs and facilities under the jurisdiction of the Recreation Manager pertaining to both staff and public safety. All local, provincial, and national regulations governing health and safety are to be enforced.
- Responsible for the cost-effective operations of the three concessions (Arena 2, West Fraser Centre, and Arts and Recreation Centre)
- Responsible for the requisition of services, supplies and equipment under the City's purchasing policy.
- Responsible for space allocations for North Cariboo Recreation and Parks facilities, city parks, school spaces, and all fields.
- Develops and implement a progressive marketing plan for the Department and oversees the preparation and distribution of advertising and maintains contact with media to promote recreational activities within the North Cariboo Recreation and Parks boundaries.
- Develops and maintains operational procedures and policies as required.
- Acts as the coordinator for the Quesnel Cariboo Kid Sport chapter.
- Coordinates the Quesnel Sports Hall of Fame program, including the annual Sports Hall of Fame Ceremony
- Creates and maintains relationships (partnerships, sponsorships) with clients, businesses, organizations, and various agencies that can provide opportunities to enhance the operation of the Department.
- Coordinates public meetings to discuss recreation and related issues in the City and surrounding area and assists in the formation of special interest groups. (Includes Ice allocation/Ball Field/Facility Rentals & School District 28 use)
- Responsible for dealing with problems, complaints and inquires received from the public, staff, and others.
- Prepares reports, studies, and statistical data for decision-making purposes.

- Ensures the optimum use of recreation programs and services by analyzing the public's needs, developing, and scheduling cost-effective programs and services to meet those needs.
- Actively participates in assigned committees involving the operations of the City and North Cariboo Recreation and Parks including that of Emergency Support Services.
- Oversee the administration and coordination of the bike rental operation at the Arts & Recreation Centre
- Works in collaboration with the Director of Community Services on large capital building projects
- Manages the contract with the operator for the Municipal RV Campsite and oversees operations, maintenance, budget & bookings.
- Attends Joint Advisory Committee meetings, delivering reports as required, and providing information and addressing inquiries from elected officials.

## **QUALIFICATIONS**

### **Education and Experience:**

- Bachelor's degree in recreation, business administration and/or related discipline or an equivalent combination of education and experience
- Considerable management experience gained through 5 to 7 years of progressively more responsible roles within recreation or a related field
- Possesses a BC Driver's License
- Excellent knowledge of MS Office (Outlook, Word, Excel, PowerPoint)

## **SKILLS, ABILITIES AND KNOWLEDGE**

- A thorough knowledge of the philosophies, objectives and practices of municipal recreation services.
- Possesses a broad range of knowledge, the Recreation Manager will understand the recreation needs of a community and work collaboratively & effectively with a variety of organizations.
- Demonstrates exceptional leadership skills and a proven ability to develop credibility and effective working relationships with employees, volunteers, community leaders, and a variety of external partners.
- Considerable experience with the creation and presentation of public information (formal/informal reports, other publications) as well as engagement involving a diverse range of stakeholders
- Proven ability to simultaneously manage multiple organizational priorities, projects, deadlines
- Excellent oral and written communication skills
- Customer-service oriented, the incumbent will welcome the challenge of seeking continuous improvements in organizational efficiency and create a culture of teamwork that results in the maximized utilization of recreation assets.
- Experience managing in a unionized environment and administering multiple collective agreements
- Ability to manage and direct personnel engaged in diverse activities

- Financial experience in budgets, including cost recovery and revenue enhancement for recreation programs
- A strong understanding of the role of data, metrics and tools to support the planning and decision-making process. Ability to analyze complex data and resolve problems
- General understanding of mechanical operations with particular emphasis on the aquatic and arena facilities.
- A thorough knowledge of applicable health and safety regulations.
- Must have use of own vehicle for work purposes & acquire business insurance for vehicle.
- Must be prepared to work evenings and weekends