

Recreation Manager/Coordinator

We are looking for someone who can fill the full-time position of Recreation Manager/Coordinator. Our Recreation Division holds several contracts for the operation and maintenance of multiple Recreation Sites & Trails as well as various BC Provincial Parks.

Job Duties and Tasks:

Delivers park and campground services:

- manages contracts and operation by negotiating, developing and recommending through all stages, provides guidance and enforces compliance with terms and conditions;
- identifies issues, recommends and implements strategies for the protection of park resources and the maintenance of park and campground infrastructure;
- plans, implements and evaluates projects for park and campground development and maintenance, resource inventory and protection;
- continually evaluates park and campground operations to identify efficiencies and innovations to improve service delivery;
- implements programs and activities in collaboration and cooperation with other agencies both governmental and private;
- represents parks and recreation interests by communicating with other staff, agencies, organizations and individuals on a variety of issues related to park management;
- travels to our various sites throughout our jurisdiction as required (includes gravel roads and out of town sites).

Supervises staff including:

- supervises park/campground staff including recruiting, training, scheduling, assigning work, appraising employee performance and initiating disciplinary action.

Undertakes administrative tasks, such as:

- works with the department Supervisor to develop, implement and monitor project budgets;
- estimates costs for projects and contracts;
- conducts evaluation and prepares status reports on contracts and projects for internal review;
- maintains, secures, and inventories parks assets including vehicles, power equipment, buildings, telecommunications equipment and tools;
- reviews department goals and objectives with the department Supervisor for direction on implementation and priority requirements;
- provides timely daily, weekly, monthly and annual reports as required by the contract.

Other related duties as required.

Qualification Statement

Education and Experience:

- Diploma in Recreation or other related discipline;
- Three to five years of experience in a Parks related environment;
- Knowledge of parks related equipment and work practices;
- Three to five years supervisory experience;
- Sound knowledge of project costing and other related budget control practices;
- Experience organizing special events;
- Experience in working with computer applications including Windows.
- Skills and Abilities:
- Excellent oral and written communications skills;
- Ability and willingness to perform physical labour;
- Some experience performing minor repairs and maintenance desirable;
- Some experience operating hand tools and small equipment desirable;
- Strong organization and leadership skills;
- Ability to positively contribute to a team atmosphere;
- Ability to prioritize and manage work tasks and achieve results within acceptable timeframes and seasonal workflow demands;
- Ability to tolerate frequent interruptions and still meet deadlines;
- Ability to use tact and diplomacy when dealing with community groups/the public/staff in difficult situations;
- The ability to balance work and personal life;
- Ensure all work related information is kept confidential as per policy and in accordance with Freedom of Information and Protection of Privacy Act;
- Comply with relevant government legislation and standards
- Must Possess:
- Valid class five driver's license;
- Acceptable Criminal Records and Vulnerable Persons checks are required;
- Valid First Aid.