



# NEW WESTMINSTER

*Great City, Great Work, Great Future!*

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## Program Manager, Recreation

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DEPARTMENT:	<b>Parks and Recreation</b>	STATUS:	<b>Permanent Full Time</b>
NO. OF POSITIONS:	<b>One</b>	UNION:	<b>Exempt</b>
HOURS OF WORK:	<b>37.5 hours per week</b>	SALARY:	<b>\$85,505 - \$95,329 annually + comprehensive benefits package</b>

Reporting to the Facility Manager, this dynamic position assists with the direction, operation, maintenance, staffing, programming, facility rentals and customer service at multiple municipal recreation facilities. Your core responsibilities include:

- Planning, organizing and managing the administration of a wide range of recreation and related services
- Developing and implementing the facility maintenance plan and associated projects
- Managing a variety of recreation staff, including hiring, scheduling, assigning and reviewing work, coaching and developing, performance management, and all other people management practices
- Providing direction and leadership to program staff to ensure the effective and efficient development of programs and activities
- Ensuring programs and services are community focused and accessible to all members of the community
- Developing and maintaining effective working relationships with internal staff, City departments, external agencies, community associations and the public related to the delivery of recreation, health and education services
- Other related duties including acting as the Facility Manager, when necessary.

### **If you have the following qualifications and attributes, we want to hear from you!**

- Completion of a university degree in Recreation studies or a related discipline, supplemented by a minimum of three years of progressive supervisory and administrative experience within a related field, or an equivalent combination of education and experience.
- Knowledge of the concepts, practices and techniques of recreation administration, with an emphasis on fitness centres, group fitness programs, customer service and facility management.
- Knowledge of project management concepts, practices & techniques.
- Knowledge of municipal functions and operations.
- Knowledge of relevant legislation, regulations, policies and procedures, including health and safety.
- Planning and coordination skills to manage the development, implementation and delivery of a wide range of specialized programs and services.
- Communication and interpersonal skills for community liaison and to collaborate across departments.
- Problem-solving and decision-making skills to effectively allocate limited resources and determine program, staffing and service needs.
- Research and analytical skills to prepare feasibility studies and long term plans.
- People leadership skills to manage and develop staff.
- Valid BC Driver's License.

Apply by sending your resume quoting **competition #20-84 by December 4, 2020** to the Human Resources Department, City of New Westminster, 511 Royal Avenue, New Westminster, BC, V3L 1H9, Fax: (604)527-4619 or e-mail to [hr@newwestcity.ca](mailto:hr@newwestcity.ca).

*The City of New Westminster welcomes diversity and encourages applications from all qualified individuals. We thank all applicants for their interest and advise that only those selected for an interview will be contacted. This position is only open to those legally entitled to work in Canada.*