

DEPARTMENT:	Parks and Recreation	STATUS:	Fulltime
NO. OF POSITIONS:	One	UNION:	Exempt
HOURS OF WORK:	37.5 hours per week	SALARY:	\$106,913 - \$117,870 annually + comprehensive benefits package

Parks and Recreation has an exciting opportunity for a dynamic, passionate and service-focused individual to step into a rewarding leadership position as a Manager, Recreation Facilities. As a key member of the leadership team, this position is currently accountable for managing the operation, maintenance, community programming and food services at the Queensborough Community Centre, but may also be re-assigned to any of the City's other multipurpose recreation facilities as required.

Key Responsibilities:

- Plans, organizes and manages the administration, development, delivery and evaluation of a wide range of community recreation, fitness, health and educational programs, services, and local community events. Develops and maintains community strategic alliances, partnerships, and contracts that share resources and responsibility for delivery of programs and services.
- Manages maintenance and physical day-to-day operations of facility, including site safety, purchasing of maintenance supplies, equipment and furnishings, negotiating and managing annual service contracts, development and implementation of facility maintenance plan and associated projects, and assisting in the tendering and management of capital projects. Responds to after-hour emergencies related to facility operations.
- Develops effective staffing models and manages staff, including hiring, scheduling, assigning and reviewing work, coaching and developing, performance management, workplace safety and all other people management practices. Oversees the work of various interdepartmental service staff and outside contractors and may provide direction and leadership to volunteers.
- Develops and administers staffing, operating and capital budgets, collection and reporting of revenue, long range planning, contracts for rental or leasing, and grant development/administration.
- Develops and implements site-specific policies, procedures and standards to optimize operational and program effectiveness and service delivery for all areas of accountability.
- Collaborates with other managers in problem solving and decision making that crosses various recreation functions. Liaises with related government and regulatory agencies, and community organizations. Represents the department at a wide range of department, City, community meetings and/or committees.
- Researches and prepares reports and delivers presentations. Responds to community or media requests for information, and manages complaints relative to the facility and program areas.
- Works with other City departmental management and support staff in the safe and efficient operation of facilities.
- Performs related duties in keeping with the purpose and accountabilities of the job.

Key experience, skills and personal attributes:

- Knowledge of the concepts, practices and techniques of all areas of recreation administration field and facility management.
- Knowledge of municipal functions, operations and relevant legislation, regulations, policies and procedures.
- Planning and coordination skills to assess community needs and direct the development, implementation and delivery of specialized programs and services.
- Communication and interpersonal skills to develop and maintain effective relationships with community groups and service partners.
- Problem-solving and decision-making skills to direct the operations of facilities and allocate resources.
- People leadership skills to manage a team of specialized and support staff.

Required education and training:

- A university degree in recreation administration or a related discipline, and at least 3 to 5 years of related community recreation, supervisory and leadership experience, or an equivalent combination of education and experience.
- Valid B.C. Drivers License is a preferred asset.
- May be required to obtain site-specific certification (i.e. 5th class power engineer refrigeration operator ticket).

Apply by sending your **cover letter and resume in one document** quoting the competition number, by January 26, 2022 to the Human Resources Department, City of New Westminster, 511 Royal Avenue, New Westminster, BC, V3L 1H9, e-mail to hr@newwestcity.ca using the following format in the subject line: **LAST NAME First Name #22-14**

New Westminster is on the unceded and unsundered land of the Halq'eméylem-speaking peoples. It is acknowledged by the City that colonialism has made invisible their histories and connections to the land. We are learning and building relationships with the people whose lands we are on.

To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.

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.