



Village of Burns Lake Job Description

DIRECTOR OF RECREATION SERVICES

December 2018

STATUS: Exempt Management

SUMMARY

The Burns Lake Director of Recreation Services reports directly to the Chief Administrative Officer and will provide leadership and support in the development, planning and administration of community recreation services and facilities for the Village of Burns Lake.

The Director of Recreation Services is responsible for the development, management and operation of various local recreation facilities: Lakeside Multiplex, the Tom Forsyth Memorial Arena, the Burns Lake Curling Rink, Burns Lake Spirit Square and the Skateboard Park. The director will be responsible for developing and managing various recreation programs.

This position requires an emphasis on leadership, customer service and establishing positive relationships between the Village of Burns Lake, the Regional District of Bulkley Nechacko, various community groups and other government agencies. This position will require innovation, strong problem solving skills and the ability to work independently. Furthermore, it will be necessary to work with various interest groups to develop mutually acceptable solutions to complex situations. We require a self-motivated individual passionate about building community and improving the quality of life for all residents; a community visionary to uncover opportunities for improved facilities and community service.

RESPONSIBILITIES

(Major responsibilities and target accomplishments expected of the position including the typical problems encountered in carrying out the responsibilities)

1. Administer, direct, oversee and coordinate all Burns Lake recreation services and programs.

Main Responsibilities:

- Plan and develop recreation programs in order to ensure that activities and events are made available for Burns Lake residents.
- Research sport and recreation programs, funding sources and project requirements
- Access funding and prepare funding proposals
- Ensure that a variety of sport, recreation and cultural programs are planned and implemented

- Evaluate the effectiveness of programs and identify areas where new programs are needed
 - Work with the Regional District of Bulkley-Nechako, Lake Babine Nation, Burns Lake Band, and other community stakeholders to develop joint recreation programs
2. Administer recreation programs to ensure that programs are delivered within guidelines and budgets.

Main Responsibilities:

- Prepare recreation plan
 - Prepare recreation program budgets and reports
 - Advise and communicate all capital needs directly with the Director of Public Works
 - Work closely with the Director of Public Works to ensure all maintenance of facilities are kept up to date and functional
 - Be familiar with legislation, policies, procedures and rules about sport, recreation and cultural activities, events and competitions
 - Distribute information about regional and territorial participation and competitions
 - Record information on and prepare reports concerning community programs, costs, numbers of participants, and equipment and facility use
 - Provide monthly and yearly reports about recreation programs and opportunities
 - Ensure that all programs and activities are implemented according to relevant legislation, policies and procedures
 - Pursue additional revenue opportunities to address fiscal constraints
 - Maintain inventory of operating supplies and equipment
3. Promote recreation and sport programs in order to ensure that residents are aware of available opportunities and activities.

Main Responsibilities:

- Promote recreation programs in order to ensure that residents are aware of available opportunities and activities
- Prepare promotional materials and develops marketing strategies to ensure the public is aware of the programs and services available
- Maintain constant community liaison including contacts with local, regional and territorial sport and recreation organizations

4. Manage staff and volunteers

Main Responsibilities:

- Coordinates the assessment of community needs to develop appropriate recreation services by staff, volunteers and outside agencies.
- Recruit, train and oversee volunteers and recreation employees as needed
- Prepare staff reports on the development, management and operation of parks and recreation services

5. Perform other related duties as required.

QUALIFICATIONS

- Degree in related discipline such as parks & recreation management, natural resource management & conservation, tourism or public administration, as well as 2 or more years of management experience or an equivalent combination of education and leadership/management experience may be considered.
- Extensive experience in arena operations and knowledge of community parks and outdoor recreation.
- Experience in strategic planning, public consultation, and facility development.
- Experience in providing leadership and direction to staff, contractors and consultants.
- Ability to work effectively with the public, political representatives, senior management, user groups, and government agencies.
- Exceptional communication, team building, and interpersonal skills.
- Ability to work effectively under pressure with multiple projects and deadlines.
- Experience with project management methodologies and implementation initiatives.
- Knowledge and understanding of leadership and management principles, and administrative, financial and budgetary processes.
- Knowledge and experience in Book King Recreation Management Software or similar program.
- A life-long learner, willing to continue professional development and take on new challenges.
- Valid BC driver's license
- Experience in local government is an asset.