

**Posting - Education and Business Manager
Recreation Facilities Association of British Columbia**



The Recreation Facilities Association of British Columbia (RFABC) is seeking a dynamic and effective communicator with demonstrated leadership experience to support the growth and strategic priorities of the Association.

The role of the RFABC is to promote universal interest, education and training, sound operating standards, professionalism and mentoring across all categories of recreation providers and facilities that provide the diverse activity needs of communities in British Columbia.

If you join RFABC, you will become part of a fast-paced and dedicated organization that works together to provide our members with the highest possible level of service and advice.

Reporting to the Executive Director, the Education and Business Manager will direct and administer all aspects of the education and outreach programs of RFABC, including the scheduling and delivery of courses; managing instructors; course registration and evaluation; detailed record keeping; research and development of new training opportunities; recertification of in-person and online courses; support for the annual conference and tradeshow; and assisting in the advancement of RFABC's Strategic Plan. This individual will work very closely with the Education and Technical Director from the Board.

Qualifications and Education:

- University or college graduation in either Recreation or Leisure Studies, Business or Communications.
- Completion of Courses offered by RFABC, or a similar association would be an asset.

Experience:

- Demonstrated supervisory, facility and technical operations, program, and marketing experience in the parks and recreation field.
- Experience with volunteer or non-profit board of directors.

An equivalent combination of relevant education and experience would be considered.

The monthly compensation for the position is \$33 per hour for a 28-hour work week. There is potential for the position to grow 35 hours per week. This position accrues vacation based on 4% of the pay. Other than vacation, there are no benefits offered.

A detailed job description on this opportunity is posted on the RFABC website at rfabc.com. For more information, please contact Dwayne Kalynchuk, Executive Director at dwayne@rfabc.com or 1-250-514-7518.

Please submit cover letter and resume via email to:

Dwayne Kalynchuk, Executive Director at dwayne@rfabc.com by October 29th, 2021.