



HUMAN RESOURCES

1767 Island Highway Victoria BC V9B 1J1 PH: 250 478-8384 HR FX: 250 478-8363 www.jdfrecreation.com

INTERNAL/EXTERNAL JOB POSTING

POSITION:	Community Recreation Coordinator – Job Share
SALARY:	\$30.56 - 34.65 per hour
CLASSIFICATION:	J15 Recreation Coordinator
HOURS OF WORK:	35 hours bi-weekly Shifts are generally days Wednesday afternoon, Thursday and Friday days - however due to operational requirements may include weekends and evenings
STATUS:	Regular Part Time .5 – Job Share - three years with the possibility of extension
CLOSING DATE:	Monday February 6 th at 8:00 am
COMPETITION #:	12-02

SUMMARY:

Under the general supervision of the Manager of Recreation, responsible for supervising, developing, promoting, implementing, administering, scheduling and evaluating recreation/leisure programs, special events and other department initiatives for the Community Recreation department which includes licensed after school care, pre-school, school age, special events and Social Club

JOB DUTIES & ACCOUNTABILITIES:

- Recruits, selects, monitors & schedules staff and services providers within their authority. Conducts performance appraisals and manages staff /service provider performance issues within their authority;
- Builds an effective program team through mentorship, leadership, direction and goal setting and ensures effective training systems are in place;
- Assess community needs through evaluation, focus groups, surveys, market research and programs appropriately;
- Develops, coordinates and implements quality programs and ensures all facilities and staff required for programs are in place;
- Develops and monitors overall department budget. Provides monthly analysis of budget revenues and expenditures and is accountable for budget to supervisor;
- Develops and implements policies and procedures and administrative systems for area;
- With supervisor, develop annual goals and work plans and monitor progress, achievements and areas of concern;
- Respond to patron concerns and resolves issues which require interpretation of policies and procedures or staffing issues. .
- Provide a variety of oral and written reports;
- Develops marketing initiatives and collaborates with marketing plan;
- Implements & monitors Lease Agreements with user groups;
- Develops sponsorships. Researches, writes and applies for grants. Develops & initiate public/private partnerships & initiatives;
- Other duties as assigned.

QUALIFICATIONS:

Undergraduate degree in Recreation Administration, Leisure Studies, Physical education, or a related area from a recognized post-secondary institution with a minimum of five years experience in a related field or equivalent.

Demonstrated supervisory experience and leadership skills in program development, coordination and evaluation.

Must possess a thorough understanding of, and ability to interpret trends, demographics, and community needs.

Ability to maintain effective working relationships with departmental staff, the public and outside agencies.

Excellent interpersonal, supervisory, leadership, customer service and problem-solving skills.

Demonstrated ability to develop, monitor and forecast budget requirements.

Ability to maintain records and compile brief reports and interpret and implement performance measures.

Functions effectively both independently and as a member of a multi-disciplinary team.

Ability to prioritize, organize and multi-task to meet deadlines and program requirements.

Computer skills include word processing, Excel and CLASS registration system.

Valid Emergency First Aid, CPR Certification and BC Drivers License required.

Ability to work a variety of shifts, including days, afternoon, evenings, weekday and weekends as required for operational requirements.

Job Share – See Collective Agreement article 12.11

This position requires an acceptable criminal record check. The applicant/incumbent will be required to undergo a criminal record check in order to work in this position and to report to their supervisor if any criminal charges are laid against them that may be related to their employment in this position.

APPLICATIONS:

Resumes quoting **Competition #12-02** must be received prior to **8:00 am on Monday February 6th**:
Attention Human Resources, West Shore Parks & Recreation Society, 1767 Island Highway, Victoria,
BC V9B 1J1

Fax: (250) 478-8363 email: jobs@westshorerecreation.ca

This is a union position.

Only those candidates under consideration will be contacted.

Posted: January 13th, 2012