



JOB DESCRIPTION

POSITION: Manager of Recreation and Events

DEPARTMENT: Recreation

SUMMARY:

Reporting to, and under the direction of the Chief Administrative Officer / Corporate Officer, the Manager of Recreation and Events is responsible for managing, directing, promoting and overseeing of City-wide recreational, programs, events, facilities and functions. The Manager will work with local and regional partners, stakeholders and user groups to developed and ensure that all sport, recreation, leisure, cultural, and special event needs of the City are met.

The Manager of Recreation and Events will work to increase community / employee participation, as well as visibility within the community / organization by promoting and raising awareness of the facilities, programs and activities offered in/by the City. The position is also responsible for general communications to the public that includes the preparation of press releases, newsletters, brochures, web page updates and other methods of public communication.

DUTIES AND RESPONSIBILITIES:

Recreation and Program Services

1. Acts as the City's staff specialist in recreation matters; prepares reports and recommendations regarding strategies, concepts, social and philosophical issues, improvements in the City's standards, bylaws, policies and procedures as they relate to recreation services.
2. Oversees all recreation programs, functions and aspects of the department in City-operated facilities (including Arena and concession stand, Pool, Miners' Hall, and any other facilities used by the City).
3. Prepares and oversees budgets, operating records, statistics, reports, recommendations and payroll submissions; ensures the collection and accounting for receivables and the handling of disbursements; orders and maintains supplies and equipment; processes contracts and leases of facilities.
4. Plans, implements, reviews and evaluates seasonal recreation program/event schedules and level of services within the community that meet the current and future needs and interests of City's demographics.
5. Develops and implements improved methods and procedures to ensure the efficient, cost effective operation of facilities and services offered by the City.
6. Establishes and maintains effective working relationships with community groups and societies, associations, schools and the public; responds to issues; provides information and assistance to various contacts.
7. Hires, disciplines, lays off and terminates staff as required in consultation with the Chief Administrative Officer.
8. Recruit, train, supervise and evaluate volunteers and program leaders as needed.
9. Plans, assigns, checks and evaluates the work of program contracted staff as well as the staff under his/her direct supervision.

Event Management and Promotion Services

1. Identifies community needs, capacities, assets and helps to support local community group development (i.e. Museum, Library, Tourism Rossland, Youth Action Network, Rossland Winter Carnival, Golden City Days, etc.).
2. Build effective working relations in the community related to the development and delivery of both current and new recreation opportunities.
3. Facilitate and coordinate with community groups to identify and meet their recreational, wellness, and healthy living needs through needs assessments, planning processes, resource development, partnerships and public involvement processes.
4. Support and partner with community stakeholders to achieve mutually agreed-upon outcomes.
5. Manage and/or provide support for internal and external event communications and oversees the Community Events Sign.
6. Promote and advertise City-owned facilities and assets to local, regional and international audiences.
7. Develop, review and implement marketing plans for City-wide facilities and assets (including production and promotion of marketing materials and presentations).
8. Assist in drafting contracts, leases, agreements, bylaws and policies documents for consideration by Council.

Other

1. Assists the City's Management Team with administration of the Collective Agreement as well as other labour relations matters including, but not limited to, arranging interviews, vacation scheduling, scheduling of employees as well as preparing and maintaining personnel records and files.
2. Undertakes, researches and assists in special projects as may be assigned from time to time by the Chief Administrative Officer / Corporate Officer.
3. Carries out additional duties and functions as may be assigned by the Chief Administrative Officer / Corporate Officer.
4. Prepares reports and attends Council meetings where appropriate.
5. Proven ability to: orient the culture of the operation to being customer focused, effectively manage change both in the workplace and with clients/customers, and communicate effectively both in written and verbal formats
6. All persons employed with the City of Rossland will be required to assist the City in providing emergency services. Duties assigned during emergency may differ from regular duties.
7. Other related duties as required.

SUPERVISION RECEIVED AND EXERCISED:

Immediate Supervisor: Chief Administrative Officer / Corporate Officer

Positions directly supervised: Recreation Programmer(s)
Pool Staff
Contracted instructional staff,
Custodial staff / contractors

EDUCATION, KNOWLEDGE AND SKILLS:

ESSENTIAL:

- Education:** Undergraduate degree from an accredited University in Recreation Administration or related discipline with courses In recreation management, event planning / and/or an Equivalent amount of experience and training
- Experience:** Minimum 5 years relevant and progressive work experience in the provision of recreation services, event planning and staff management.
- Licences/Certificates** Valid Class 5 BC Driver's Licence
- Skills and Abilities** Excellent public relations skills, tact and judgement
Excellent interpersonal skills
Excellent computer skills, including Microsoft Word, Excel, Outlook, PowerPoint, and Recreation Facility Program Software
Physical ability to carry out the duties of the position.
Ability to operate related equipment.
Ability to prioritize work and multitasks in a busy environment
Familiarity with related municipal policies and procedures
Willingness to work flexible hours and attend workshops and/or take related courses.
- Special requirements:** Proven ability to effectively operate as a team player and establish effective working relationships with other departments, city staff, City Council, and the community.

JOB DESCRIPTION APPROVAL AND DESIGNATION

Full-Time:
Part-Time:
Permanent:
Temporary:
Casual:

Signature
Department Head:

Signature
Chief Administrative Officer:

Pay Rates: Effective Date: _____