



Village of Sayward

Village of Sayward Job Posting 21-03

Manager of Recreation

The Village of Sayward is hiring! We are looking for a positive team player with a passion for recreation, exercise, and social connection. This is a permanent, part time position of about 25 hours a week with the opportunity for full time hours plus benefits starting January 2022.

Reporting to the Chief Administrative Officer, this position is an integral part of our management team. The Manager of Recreation fills the primary role of managing the Kelsey Centre, offering programs that improve the lives of people in our community, and leading an engaged service-centric team. The position requires a high degree of initiative, exceptional communication skills, and a proven ability to manage people and finances.

Duties & Responsibilities:

- Programs and administers the Kelsey Center in order to provide the greatest possible recreational opportunities for a cross section of citizens including youth, seniors and adults;
- Selects, supervises and evaluates staff hired to assist in the delivery of recreational programming including the coordination of training and professional development;
- Proactively engages the community to bring forth new ideas in community recreation, fitness, rehabilitation and other programs to promote public interest and increased participation in programs including aquatic programs;
- Assist in the preparation and monitoring of the community recreation budget;
- Maintains up to date records of operation and reports;
- Provides updates and reports to Mayor and Council, as required;
- Maintains the security of the Kelsey Centre;
- Collaborates with other organizations, individuals and community agencies with an interest in the programs and activities offered at the Kelsey Centre to promote the Kelsey Centre and encourage facility rentals and promotions;
- Takes an active role in local community events such as Oscar Daze and Canada Day;
- Supervises, manages and delivers all aspects of the indoor pool operations and programming including lifeguarding and swimming lessons.

Required Knowledge & Education:

- Minimum 3 years' experience in managing people, recreational facilities, and programs

- Degree or Diploma in Recreation or related discipline (e.g., leisure studies, marketing, communications, health and human services, kinesiology, physical education) from an accredited college or university;
- Must possess and maintain a valid Class 5 driver's license, and produce and maintain a clean driver's abstract, as per Village policy;
- Occupational First Aid Level 1 Certificate and CPR;
- Current national Lifeguard Service (NLS) and Current Red Cross Water Safety Swim Instructor (WSI) (desired but not required).

For a detailed job description that lists all the necessary qualifications for this position, please contact cao@saywardvalley.ca

The Village of Sayward offers a competitive salary and benefits package and requires the successful candidate to obtain a Criminal Records Check .

Please send your letter of interest and resume quoting **Job Posting 21-03** to the Village of Sayward office no later than **September 24, 2021 at 4 pm or** by emailing cao@saywardvalley.ca or by mail to Box 29, 652 H'Kusam Way, Sayward, BC, V0R 1R0. The position is expected to start by early October 2021.

The Village of Sayward would like to thank all applicants for their interest. Only candidates selected for an interview will be contacted.

Ann MacDonald
Chief Administrative Officer