



**DISTRICT OF PORT HARDY  
DIRECTOR OF RECREATION & COMMUNITY SERVICES**

Come “Live the Adventure” with us. Located on the northern most tip of beautiful Vancouver Island, Port Hardy is a wilderness paradise with tremendous outdoor assets including world-class diving, sports fishing, caving, kayaking and hiking. Affordable housing, clean air and a welcoming community make Port Hardy a great place to work, play and live.

Reporting to the Chief Administrative Officer, the Director is a key member of the District leadership team and will be responsible for providing strategic and operational leadership to the Recreation & Community Services Department along with providing support to community service groups. The Director will have a strong understanding of recreation operations, facility maintenance and programming. This position requires the ability to hold others accountable in a manner that supports personal development and grows a positive work culture.

If you are 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, then this position is for you.

The District offers a competitive compensation package that includes the opportunity for career and professional development.

Please visit our website for a detailed job description and required qualifications.

[www.porthardy.ca/your-municipal-hall/employment](http://www.porthardy.ca/your-municipal-hall/employment)

Applications will be welcomed until June 12, 2019. Please forward your detailed resume, with cover letter, that reflects your knowledge, skills and abilities relevant to the position to: Allison McCarrick, Chief Administrative Officer District of Port Hardy, PO Box 68, 7360 Columbia Street, Port Hardy, BC, V0N2P0 or email: [alli@porthardy.ca](mailto:alli@porthardy.ca) with the subject line: Director of Recreation & Community Services.

We wish to express our appreciation to all applicants for their interest and effort in applying for this position and advise that only candidates selected for an interview will be contacted. The District of Port Hardy will conduct a criminal record check as a condition of employment.

DISTRICT OF PORT HARDY

POLICY MANUAL

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COUNCIL POLICY  
EMPLOYEE JOB DESCRIPTIONS

DIRECTOR OF RECREATION & COMMUNITY SERVICES

POLICY #CP7.3

Approved: October 15, 1997

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Amended: September 25, 2018 Council Motion 2018-173

Amended: January 27, 1999

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Reports to the Chief Administrative Officer. The duties and responsibilities of the Director of Community Services shall be:

a) To operate and maintain the following:

1. Municipal Swimming Pool
2. Civic Arena
3. Civic Buildings - Town Hall, Curling Club, Library/Museum
4. Civic Centre - Oversee and monitor contracted management

Programs and events for:

5. Playfields and Parks
6. Recreation Programs and Events

b) To direct the Recreation Department within the policy and budget constraints approved by Council.

c) To prepare the estimates for the annual, provisional, capital and operational budgets and assist in planning the Five-Year Capital Budget.

d) To maintain adequate records to provide for effective work load planning and employee scheduling.

e) To prepare a written monthly report to Council and the Parks, Recreation, Arts and Culture Committee and such other reports as the Administrator and Council may request.

f) To implement the Preventative Maintenance Program for each facility. Review and update as necessary the Preventative Maintenance Program.

g) Ensure all programs comply with provincial standards, legislation and regulations.

h) Implements and monitors the Occupational Health and Safety program within the Recreation Complex and may participate as a member of the District's OH&S Committee.

i) Develops and implements training programs for Recreation Services staff and prepares assessment reports as required.

j) To propose to the Administrator and Council changes in programs, and new recreational programs in response to community needs and requests.

k) To bring forward annual rates and charges with recommendations for any changes for the approval of the Council.

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- l) To supply or verify the required payroll data for staff and financial reporting of reviews.
- m) To recommend to the Administrator the recruitment and hiring, promotion or dismissal of staff in the Recreation Department.
- n) To act as liaison and resource person to the Parks, Recreation, Arts and Culture Committee and attend its meetings.
- o) To purchase for the Recreation Department in accordance with the District policy.
- p) To attend meetings of Council and Committees from time to time as requested by the Administrator.
- q) To consult with schools and community groups to schedule playing fields, arena and pool use schedules to ensure maximum use of the recreational facilities.
- r) To foster coaching and training courses to increase skill levels in sports and a greater variety of activities for public participation.
- s) To act as the District of Port Hardy Emergency Planning Deputy Coordinator.
- t) To act as the District of Port Hardy Social Planning Coordinator.
- u) To carry out and perform other duties and responsibilities as the Chief Administrative Officer and Council may assign.

**KNOWLEDGE, SKILLS & ABILITIES:**

Degree in Recreation Administration, or related field, with three (3) years working in Recreation Management, or related field, preferably in a unionized environment.

Diploma in Recreation Administration, or related field, with a minimum of six (6) years working in recreation management, preferably in a unionized environment.

Equivalent time and experience may be considered.

Thorough knowledge of the methods, problems, principles and practice involved in initiating, coordinating, supervising and evaluating community recreation and culture programs and services, including emerging trends in development and programming.

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Excellent leadership qualities and management skills, including previous experience managing unionized employees. The ability to organize, schedule, supervise, evaluate, and when necessary discipline staff.

Thorough knowledge of marketing as it pertains to the promotion of public recreation and culture services and facilities.

Working knowledge of risk management principles and practices as they pertain to parks and recreation.

Knowledge of recreational facility maintenance

Knowledge of purchasing practices, policies and procedures.

Project management and contract administration skills, including experience administering contracts and/or leases.

Effective organizational skills and the ability to prepare and maintain records, reports, correspondence and other materials.

Knowledge of current office procedures and equipment, including Microsoft Office applications (Word, Excel, Outlook) and associated software used in recreation administration.

Ability to work varied hours as necessary to meet the requirements for attending Council and community meetings as well as necessary functions and facility events.

Excellent verbal and written communication skills and the ability to deal with staff, Council members, community groups and members of the public in a professional manner.

Ability to establish and maintain cooperative relations with representatives and officials of community organizations, regional, provincial and federal governments, educational and public boards and private agencies.