



POSITION DESCRIPTION

TITLE: MANAGER OF RECREATION

DEPARTMENT: COMMUNITY SERVICES

ORGANIZATIONAL RELATIONSHIPS

REPORTS TO: DIRECTOR OF COMMUNITY SERVICES

SUPERVISES: HEAD LIFEGUARD, MAINTENANCE LIFEGUARD/INSTRUCTOR,
LIFEGUARD/INSTRUCTORS, CASHIERS

REVISION #: 01: MARCH 2024

POSITION SUMMARY

Reporting to the Director of Community Services, the Manager of Recreation is responsible for overseeing the day-to-day operations of the Summerland Aquatic & Fitness Centre and providing direct supervision of the aquatics staff team (approximately 35 staff). This leadership position plays an integral leadership role of the overall delivery of Community Services and implementation of the Parks & Recreation Master Plan. This position will work alongside many community groups and represent the District on community and Council committees. Future role expansion may include management and supervision of other recreation facilities and staff.

KEY RESPONSIBILITIES

- Supervision of the aquatics team (full time, part time and casual staff), coordinates staff In-services and manages all aspects of staffing, staff training requirements, recruitment, coaching, supervision and discipline.
- Facilitates team building, leadership meetings, and team morale.
- Oversees aquatic services, programs and events.
- Develops and reviews policies, procedures and systems for effective operation of the Aquatic & Fitness Centre and Community Services department.
- Development and implementation of Recreation Health & Safety Program.
- General building and pool systems supervision with support of Facilities Lead Hand and District trades staff. Handles all facility inspections or inquiries from Interior Health, WorkSafe BC, Fire Department or other regulatory governing bodies for health and safety. Ensures that any corrective actions are completed within the required timeline. Coordinates annual facility shut down tasks.
- Budget development and monitoring (operating and capital). Oversees budget implementation, approves expenditures, as well as researches grant opportunities and writes grant applications.
- Consults, confers, and coordinates with District departments, citizens, patrons, user groups and officials regarding any issues that arise.

- Liaises with community groups, sport groups and government agencies including the School District and participates in various community group committees or Council Committees as required.
- Manages public relations, facility comments or complaints. Answers questions, provides information to the public, municipal departments, and other agencies. Recommends and coordinates any corrective actions, investigates, reports, documents and resolves complaints.
- Support in Community Services marketing, promotions, posters, building signage, news releases, website updates, etc. as required.
- Support to Director of Community Services in implementing capital projects and community initiatives as well as implementation of the Council Strategic Plan, Official Community Plan and Parks & Recreation Master Plan.
- Leadership and supervision support for the broader Community Service Department when required.
- Performs other related work as required.

QUALIFICATIONS, SKILLS AND ABILITIES

- Recognized post-secondary Bachelor's degree or diploma in Recreation, Human Kinetics, or a related field.
- Proven ability to effectively lead / coach staff with a minimum 3 years of leadership and supervisory experience in recreation and/or aquatics. Experience in a municipal setting is desired.
- Demonstrated experience in successfully building effective systems, policy development, and an understanding and knowledge of health & safety programs.
- Demonstrated experience in recreation marketing and promotions.
- Excellent critical thinking, decision-making skills and sound judgment to mediate conflict resolution.
- Ability to be an operations specialist with an understanding of aquatic operations, legislation and regulations.
- Ability to work on several concurrent tasks and competing priorities within established timelines.
- Ability to maintain strict confidentiality and a high level of trust and respect across the District departments.
- Skillful and efficient writing and editing skills and proven experience at successful grant writing, recreation marketing and report writing.
- Demonstrated computer skills in Microsoft Office (Word, Excel, Outlook, PowerPoint); experience in Perfect Mind recreation software and Canva would be an asset.
- Experience in an aquatics unionized environment as well as certifications in aquatics/lifeguarding and/or pool operations would be an asset.
- Understanding and experience in facility building maintenance would be an asset.
- Current Standard First Aid CPR-C & AED or willing to attain.
- Ability to pass and maintain a Police Information Check including the vulnerable sector section.
- Valid Class 5 BC Driver's License.