



JOB POSTING - EXTERNAL

Position:	Director of Recreation	Date of Posting:	December 13, 2023
Department:	Recreation & Community Services	Closing Date:	January 5, 2024
Job Type:	Full-time	Employment Type:	Exempt
Salary Range:	\$118,232 - \$150,779	Expected Start:	TBD

The City values the diversity of the people it serves and in those it hires, and encourages applicants from all walks of life. We are committed to fostering a workplace where individual differences are recognized, appreciated, respected, and responded to in ways that fully develop and utilize each person's talents and strengths.

The City of Prince Rupert provides services to over 12,000 residents and over a hundred businesses and industries. Nestled against the stunning backdrop of the Pacific Northwest, Prince Rupert, BC, offers a unique blend of natural beauty, rich cultural heritage, and a welcoming community spirit. As you embark on your professional journey in this coastal gem, you'll find a workplace environment that mirrors the city's picturesque landscapes – dynamic, invigorating, and full of potential.

We are currently seeking an enthusiastic and experienced individual to fill the role of Director of Recreation. As the Director of Recreation, you will lead our efforts to create a vibrant and engaging recreational program for our community. This position requires a strategic thinker with strong leadership skills, a passion for promoting health and well-being, and the ability to create innovative and inclusive recreational experiences.

What you'll do...

Strategic Planning

- Develop and implement a strategic vision for recreational programs that aligns with the City of Prince Rupert's Strategic Plan, Official Community Plan and Parks & Recreation Plan.
- Stay abreast of industry trends and best practices to ensure the continuous improvement of recreational offerings.
- Provide strategic advice, counsel and guidance on critical issues that have community impacts.

Program Development and Implementation

- Provide oversight to the creation and coordination of a diverse range of recreational programs for individuals of all ages and abilities.
- Ensure programs are inclusive, safe, and aligned with the interests and needs of the community.

- Lead the planning and delivery of recreation services to the community.

Facility Management

- Oversee the management and maintenance of recreational facilities, ensuring a safe and welcoming environment for participants.
- Collaborate with relevant departments to address facility-related issues and improvements.

Community Engagement

- Build and maintain strong relationships with community partners, local organizations, levels of government, external agencies, not-for-profit agencies, and other stakeholders to enhance recreational opportunities and address community needs.
- Actively engage with the community to gather feedback, assess satisfaction, and adjust programs accordingly.
- Maintain a positive and productive working relationship with all departments within the City's organizational structure.

Staff Leadership

- Be the curator of a positive and collaborative work culture.
- Provide guidance and professional development opportunities for staff to ensure program excellence.

Budget Management

- Develop and manage budgets for recreational programs, ensuring fiscal responsibility and efficient use of resources.
- Explore and pursue grants, funding opportunities and partnerships to support program sustainability.

Evaluation and Improvement

- Regularly assess program effectiveness through participant feedback, surveys, and other evaluation methods.
- Implement improvements and adjustments to enhance the quality and impact of recreational offerings through policy and practice development.

What you'll bring...

- Bachelor's degree in Recreation Management, Sports Management, or a related field.
- Proven experience in a leadership role in recreation or a similar field.
- A minimum of 5 years relevant experience.
- Strong organizational, communication, and interpersonal skills.

- Knowledge of relevant regulations, safety protocols, and industry best practices.
- Clear criminal record check including vulnerable sector.
- CPR and First Aid certification.
- A valid Class 5 B.C. Driver's licence or equivalent if out of Province.

Compensation & Benefits

This is a full-time, exempt position offering a competitive salary commensurate with qualifications and experience, complemented by a superior benefits package and if needed, a relocation allowance.

What to send our way

- Your CV or Resume highlighting your education, experience, and skills.
- A cover letter that explains your interest in becoming our next Director of Recreation.

Other information that you should know

- If you are not a local applicant, you must be prepared to relocate to Prince Rupert, BC before starting work.
- This position is a permanent position, and applicants must be able to demonstrate they meet the City of Prince Rupert's eligibility requirements as outlined on our website: <https://www.princerupert.ca/city-hall/careers-volunteering/job-postings> **Eligibility**.

Please submit your cover letter, CV or resume (**in PDF format**) to:

Human Resources Department
Email: hr@princerupert.ca
Subject: Director of Recreation Position

or mail your documents to:

City of Prince Rupert
424 - 3rd Avenue West,
Prince Rupert, BC, V8J 1L7

We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.