



CITY OF PRINCE RUPERT

EMPLOYMENT POSTING

Posting Title: Recreation Complex Manager—Temporary

Department: Recreation

Union/Exempt: Exempt

Date of Posting: November 28th, 2018

Closing: December 28th, 2018

This is a temporary leave coverage that shall last between 12 to 18 months. The City of Prince Rupert requires a dynamic leader to join our management team as a Recreation Complex Manager. Reporting to the Director of Recreation and Community Services, the incumbent demonstrates a high degree of initiative, exceptional communication skills, and a proven ability to effectively manage people, projects and finances relating to the operation of recreation facilities, non-profit organizations or businesses.

DUTIES & RESPONSIBILITIES:

- Manage all day-to-day operations (Human resources, finance, maintenance, programming, marketing, etc.) of the Recreation Complex (Arena, Aquatic Centre, Civic Centre);
- Ensure all actions and decisions further the department's philosophy of providing "extraordinary experiences";
- Plan and oversee the annual project plan to ensure effective milestone planning and timely completion of deliverables;
- Translate strategic goals into practical actions;
- Work with the supervisor team to plan the Recreation Complex's workload and flow;
- Determine staffing requirements for the Recreation Complex and oversee the hiring of staff;
- Plan and conduct meetings with employees to communicate team targets, goals, and projects;
- Assist with the evaluation of employee performance and provide feedback, coaching, formal evaluations, and discipline;
- Assist with the setting of goals and expectations for the supervisor team;
- Prepare and present budgets, resource allocation, and work processes;
- Analyze the Recreation Complex's operations to identify and remedy areas requiring improvement;
- Function as an administrator with the department's various software programs, including minor troubleshooting;
- Review and implement policies and procedures for changes to improve efficiency;
- Ensure the health and safety of all workers and actively participate in the Joint Occupational Health and Safety Committee, as needed; and
- Ensure that all employees comply with company policies, procedures, and ethical standards.

REQUIRED KNOWLEDGE & EDUCATION:

- Bachelor's degree in Recreation, Tourism Management, Hospitality, Business, or another equivalent field of study. Candidates with a combination of courses and equivalent work experience may also be considered;
- Minimum of 3 years of management experience.

COMPETENCIES

Leadership

- Proven ability to mentor and motivate employees;
- Ability to coach and create employee development plans;
- Ability to delegate, set expectations, and monitor progress of direct reports.

Change Management

- Ability to initiate and model positive change behaviour;
- Ability to create communication and collaboration channels within the team;
- Ability to exercise patience and identify issues and implement creative and strategic solutions to overcome challenges.

Resource & Fiscal Management

- Ability to understand and work with multiple budgets.

Conflict Management

- Proven ability to use conflicts as opportunities for growth;
- Ability to work through difficult situations, conversation and settle disputes equitably;
- Ability to remain calm and poised in urgent situations.

Please scan and email your cover letter and resume to:

hr@princerupert.ca

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