



EMPLOYMENT OPPORTUNITY **LAC LA BICHE COUNTY**

Community Recreation Supervisor **Full Time Permanent Position**

The Community Recreation Supervisor is responsible for the planning, coordination, and implementation of a variety of programs, special events, and activities for the community. This position provides leadership, advice, support, and communication in order to build strong working relationships with local recreation organizations, schools, agencies, special interest groups, public, volunteers, and internal contacts. Success in this role requires proven ability in program and event development, strong public relations, and marketing skills.

Responsibilities:

Programming

- Oversees all aspects (through direction and coordination), of community recreation programs, events, and activities ensuring all are consistent with established missions, goals, objectives, and policies of Lac La Biche County;
- Liaison between various County departments and community stakeholders in the coordination and implementation of events;
- Collaborates with children/family programs and departments, community partners, schools, sport groups, and community associations for quality programs/service delivery;
- Develops long term planning of recreation-based programming;
- Develops communication plans/strategies and timelines to effectively market programs and services;
- Inputs and verifies program/course content into ActiveNet each session;
- Monitors and modifies programs and drop in schedules as required;
- Prepares and negotiates terms for contractor agreements;
- Develops, revises, implements and enforces policies, procedures, and staff standard operating procedures;
- Prepares reports detailing financial and participation statistics regarding programming;
- Assists and participates in programming and events as required;

Personnel Management

- Hires, interviews, and trains staff and volunteers in accordance with HR policies;
- Provides leadership, counselling, support to staff and volunteers for programs and events;
- Evaluates staff by providing on-going verbal feedback and periodic, written job performance evaluations;
- Recommends continuance or termination of staff;
- Identifies staff training needs and monitor staff Personal Improvement Plans as required;
- Conducts staff meetings;

- Recruits, manages, and evaluates staff & contractors;

Public Relations/Customer Service

- Cultivates existing and current relationships with groups, organizations, and individuals, both internal and external, and work with community partners;
- Consults and manages relationships with service providers/suppliers;
- Builds relationships with programmers and coordinators of like facilities to share information and gather competitive intelligence;
- Establishes and maintains relationships with staff of other departments and high school athletic department;
- Responds to complaints and requests for information in a professional and timely manner;
- Attends community/school meetings and outreach/engagement opportunities;
- Participates and seeks out networking opportunities;
- Liaises with internal and external providers in support of programs, events, and scheduling.

Safety/Facility Administration

- Removes or replaces equipment as needed;
- Develops hazard assessments and safe work practices and ensures staff adherence;
- Issues and follow up with work orders;
- Attends and participates in monthly safety meetings;
- Ensures staff conduct proper inspections of equipment and areas used during programs and events;
- Assists during emergency situations, responds to first aid situations as needed;
- Reviews and conducts follow up on related patron incident/accident reports, and provides reports to Manager;
- Perform all activities in conjunction with the applicable Occupational Health and Safety guidelines as established by Lac La Biche County.

Finances

- Assists in the preparation and monitoring of recreation programming and community events annual budget and expenditures;
- Researched and, when instructed, applies for public and private grants available for County recreation programs, events, and initiatives;
- Verifies purchases, creates purchase orders, and codes expenses for programming;
- Tracks and administers contractor payment schedules as per agreements;
- Makes recommendations for capital purchases and equipment;
- Develops cost analysis and fees for upcoming programs and maintains working budgets and statistics related to programs;
- Authorizes and processes customer refunds, program transfers, within authority.

Qualifications:

- Degree or Diploma in kinesiology, physical education, recreation, sports administration or equivalent. A combination of education and work experience may be considered;

- First Aid/CPR certification;
- Class 5 Driver's License;
- Event Management courses or certification would be an asset;
- Minimum 4 year's related experience including at least 2 year's in a supervisory role;
- Knowledge of Alberta Employment Standards and HR administration practices;
- Knowledge of municipal government and administration of public recreation facilities;
- Knowledge of booking/recreation software (Activenet, MaxGalaxy, BookKing, etc.);
- Knowledge and application of occupational health & safety regulations and risk management;
- Understanding of child development and behaviours as asset;
- Understanding of legal terms and agreements;
- Demonstrated organizational and planning skills, ability to adapt to constant change;
- Demonstrated ability to work well independently and as a part of a team;
- Demonstrated ability to provide leadership and strong problem-solving skills;
- Strong sense of diplomacy including solid negotiation, conflict resolution, and decision-making skills;
- Strong written and verbal communication skills;
- Proficient computer skills (word processing, spreadsheets, email, internet);
- Ability to work well with external customers, facility users, volunteers, off-site staff, etc. of all ages, backgrounds, and abilities;
- Ability and willingness to make public presentations;
- Must submit a Driver's Abstract, Criminal Record Check, Child Welfare Check, and Medical Assessment that meets the satisfaction of the County.

Salary range: \$74,339.20 to \$96,179.20 annually

- Lac La Biche County offers a comprehensive and competitive benefits package, including:
 - 100% Employer paid Health and Dental Benefits
 - Employee and Family Assistance Plan
 - Local Authorities Pension Plan
- Competition Number: 42-CRS-19
- Closing Date: This competition will remain open until a suitable candidate is found.

Candidates from this competition may be used to fill future vacancies at the same classification level within the next 6 months

Interested candidates are invited to forward their resume in strict confidence to:

Attention: Human Resources

Lac La Biche County

Box 1679 Lac La Biche, AB T0A 2C0

Fax: 1-888-421-2533

Email: hr@lACLAbichecounty.com

We thank all interested applicants; however, only applicants selected for an interview will be contacted.