



North Coast Regional District

Job Description

JOB TITLE: RECREATION COORDINATOR

EXEMPT:	Yes	DEPARTMENT:	Recreation
LOCATION:	Haida Gwaii	SUPERVISOR:	CAO/Commission
APPROVED BY:	CAO	DATE:	August 15, 2019
REPLACES:	Recreation Coordinator	DATE:	July 31, 2016

SUMMARY: Under the direction of the Chief Administrative Officer (CAO) and guidance of the Haida Gwaii Regional Recreation Commission (HGRRC), the incumbent performs recreational program work on Haida Gwaii involving: planning, promotion and implementation of suitable programs in sport, outdoor, social, arts and cultural areas; recruiting and evaluating program instructors; supervising volunteers, part-time and seasonal staff engaged in the delivery of recreational services for people of all ages, needs and abilities; and reporting on recreational services and programs to the HGRRC, Regional District Board and participant communities.

KEY RESPONSIBILITIES & TYPICAL ACTIVITIES *include the following:*

1. Evaluates recreational needs and interest on Haida Gwaii with the HGRRC; initiates, completes and responds to community and user needs analysis as appropriate.
2. Plans, promotes, manages and evaluates recreation programs on Haida Gwaii.
3. Liaises with departmental staff and other recreational organizations in providing specialized programs, workshops and special events; promotes community development through liaison with social service agencies and facilitation of community groups.
4. Proactively interact, as well as develop and foster relationships with members of the community to access community needs and development new opportunities with respect to recreational services on Haida Gwaii.
5. Actively seek out and access grant funding opportunities with respect to recreation services on Haida Gwaii.
6. Recruits program instructors and volunteers to help plan and operate programs according to established guidelines, as required.
7. Evaluates program instructional staff on the perceived program quality based on participant program evaluations and feedback.
8. Develops program schedules for areas within the recreation centres for community settings.

9. Prepares and submits quarterly reporting, within established guidelines, to the HGRRC and the Board of the Skeena-Queen Charlotte Regional District.
10. Supports the HGRRC by overseeing the preparation of agenda packages, minute taking and distribution for meetings and public hearings, as designated, and ensures follow up action taken as required.
11. Ensures the overall effectiveness of the corporate records management system with respect to the Haida Gwaii Recreation service.
12. Performs other duties as required.

KEY RELATIONSHIPS *To perform the typical duties of this job successfully, an individual must have contact with certain people that are not in the direct reporting relationship.*

Internal

- Chair and members of the Haida Gwaii Regional Recreation Commission
- Chief Administrative Officer
- Other Managers and staff, including the HGRRC bookkeeper
- Program instructors and volunteers

External

- Members of the public and media representatives
- Local and provincial government staff
- Local stakeholder groups
- Project/grant funding agencies

QUALIFICATION REQUIREMENTS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required.*

a. FORMAL EDUCATION AND TRAINING

- Diploma in recreation administration or acceptable equivalent combination of training and experience.
- Significant related experience or a combination of experience and training which provides the equivalent scope of knowledge, skills, and abilities necessary to perform the work.

b. EXPERIENCE

- Experience preparing and maintaining a budget.
- Event management experience.
- Training and experience in a computerized work environment with a high level of knowledge and experience the Microsoft Office suite.
- Experience or knowledge in the operations of public recreation would be considered an asset.

OTHER SKILLS/KNOWLEDGE

- Demonstrated ability to develop and maintain strong relationships.
- Ability to navigate political and cultural sensitivities.
- Demonstrated success developing, organizing and implementing a variety of inclusive program, activities and events.
- Demonstrated ability to plan, monitor and maintain budgets.
- Strong commitment to workplace and public health and safety.
- Strong verbal and written communication skills, including the ability to prepare concise reports and correspondence.
- Excellent customer service and public relations skills.
- High level of critical and logical thinking, analysis, and/or reasoning to identify underlying principles, reasons or facts.
- A well-defined sense of diplomacy, including solid conflict resolution and people management skills.
- Demonstrated ability to meet various deadlines in a constantly changing service environment.
- High degree of resourcefulness, creativity, flexibility, and adaptability.
- Proven ability to plan, set and achieve goals.

SUPERVISORY RESPONSIBILITIES

- Provides guidance and direction to recreation staff including part-time, volunteer and instructional staff.

ADDITIONAL INFORMATION

- Flexible hours required for attending recreational programs and events.
- Valid Class 5 BC driver's license with access to private transportation.
- Vulnerable Sector Check required.