



**JOB TITLE:** Recreation Leader  
**DEPARTMENT:** Strategic and Community Services

**JOB SUMMARY**

Reporting to the Manager, Culture and Community Services, the Recreation Leader is responsible for the development and implementation of recreational programs and services at White Valley parks and recreation facilities, as well as providing administrative support to the department.

**DUTIES / RESPONSIBILITIES**

- Coordinates recreation programs, special events, community centre and parks bookings, ice rentals, swimming lessons and other community focused activities
- Works closely with recreation providers, community groups, Interior Health, the Village of Lumby staff, and a variety of other clubs and associations
- Schedules events, classes, registrations and community event calendars using recreation booking software (PerfectMind)
- Coordinates and negotiates with program instructors and ensures certifications, liability insurance, WorkSafe BC coverage, criminal record checks, and safety practices associated with program delivery are met
- Markets and advertises recreation programs and events to ensure maximum participation and attendance
- Maintains records, reviews and evaluates the success of programs and instructors on a continuous basis
- Designs and establishes new programs based on current trends and community demands
- Maintains rental contracts and processes rental payments for parks, arena and community centre
- Ensures community centre building is clean and maintained between contract janitorial services
- Meets with the Pool Supervisor on a regular basis to ensure all operational and maintenance procedures are followed
- Ensures safety procedures are being met in collaboration with Manager, Culture and Community Services
- Maintains harmonious working relationships with staff, elected officials, members of the business community and the general public
- Completes work in compliance with safety policies and WorkSafeBC regulations
- Undertakes emergency training and assists as directed in supporting the Regional District's emergency response mandate. Duties assigned during an emergency may differ from regular duties
- Performs other duties as may be assigned from time to time

**SUPERVISION RECEIVED AND EXERCISED**

Immediate Supervisor:	Manager, Culture and Community Services
Positions directly supervised:	n/a
This position is responsible for: <input checked="" type="checkbox"/> Not applicable <input type="checkbox"/> Assigning work <input type="checkbox"/> Reviewing work <input type="checkbox"/> Evaluating work <input type="checkbox"/> Disciplining employees	

**KNOWLEDGE, ABILITIES AND SKILLS REQUIRED**

<b>Education:</b>	<ul style="list-style-type: none"> <li>▪ Diploma in event planning, tourism, community recreation, public administration or a related field</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>▪ Two years event planning, tourism, recreation or related experience, preferably within a local government setting</li> </ul>
<b>Licenses / Certificates / Registrations:</b>	<ul style="list-style-type: none"> <li>▪ Valid Class 5 BC Driver's License</li> </ul>
<b>Specific Skills:</b>	<ul style="list-style-type: none"> <li>▪ Excellent customer service skills</li> <li>▪ Good organizational skills with high attention to detail and deadlines</li> <li>▪ Excellent interpersonal and problem solving skills</li> <li>▪ Excellent written and verbal communication skills</li> <li>▪ Ability to work with limited supervision, requiring independence and initiative</li> <li>▪ Excellent working skills in the use of Microsoft Office Suite of products (Word, Excel, Outlook, PowerPoint)</li> <li>▪ Excellent working skills in the use of the Recreation Management Software, PerfectMind</li> </ul>
<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>▪ May be required to work outside normal working hours, including weekends and evenings</li> <li>▪ Work location may be split between the RDNO main office and Village of Lumby locations</li> </ul>

**CLASSIFICATION**

Wage Level 9

**JOB DESCRIPTION**

Effective date: January 3, 2023