

File No.: 04-1000-20-2019-589

October 2, 2019

s.22(1)

Dear s.22(1)

Re: **Request for Access to Records under the Freedom of Information and Protection of Privacy Act (the "Act")**

I am responding to your request of September 20, 2019 for:

**A copy of the most recent job description for the following Park Board positions:**

- **Director of Recreation,**
- **Manager, Recreation,**
- **Community Recreation Supervisor.**

All responsive records are attached.

Under section 52 of the Act, and within 30 business days of receipt of this letter, you may ask the Information & Privacy Commissioner to review any matter related to the City's response to your FOI request by writing to: Office of the Information & Privacy Commissioner, [info@oipbc.bc.ca](mailto:info@oipbc.bc.ca) or by phoning 250-387-5629.

If you request a review, please provide the Commissioner's office with: 1) the request number (#04-1000-20-2019-589); 2) a copy of this letter; 3) a copy of your original request; and 4) detailed reasons why you are seeking the review.

Yours truly,



**Barbara J. Van Fraassen, BA**  
**Director, Access to Information & Privacy**

[Barbara.vanfraassen@vancouver.ca](mailto:Barbara.vanfraassen@vancouver.ca)  
453 W. 12th Avenue Vancouver BC V5Y 1V4

\*If you have any questions, please email us at [foi@vancouver.ca](mailto:foi@vancouver.ca) and we will respond to you as soon as possible. Or you can call the FOI Case Manager at 604.871.6584.

Encl.

:ag



## Position Description

Working Title: Director of Recreation

SAP Position Classification:

Business Unit/Service Group: Board of Parks and Recreation

Division/Branch:

Employee Group:	Exempt	Position Number(s):	50009778
For HRS input		RTS #	
Pay Grade/Band:	PB 13	Class Title:	
Job Code:		Class No.:	

### Main Purpose and Function

The Director is responsible for the overall management of Recreation Services within the Department including political accountability and reporting, and relationships with a range of community based stakeholders and user groups and being responsible for approximately 350 regular full-time staff. The Director is also responsible to develop the recreation facilities to their service potential and to seek and secure new opportunities through leadership, superior business acumen, and excellent customer relations. As a member of the Senior Management Team, the director manages key department priorities and delivers service to a range of internal and external customers through strategic leadership and sound financial management.

### Key Contacts and Reporting Relationships

The Director reports to the General Manager of the Park Board and directs, through a team of exempt managers and professional staff, the work of Recreation Services.

Other key contacts are members of the Senior Management Team (SMT), Park Board Commissioners, Park Board staff, Community Centre Associations, City staff and Council, other levels of government, funding agencies, developers and the public.

### Specific Duties/Responsibilities

- Directing the operations and administration of the Recreation Services ensuring budgeted revenue targets are achieved;
- Provides vision, leadership and guidance to the Recreation Services Group;
- Oversees direction of recreation related services, including allocation of resources, levels of service and liaison with related departments, agencies and utilities for the care and maintenance of recreation services;
- Participates in the management of Recreation and facility design and development initiatives, including the lead role in public consultation;
- Implements common service standards, strong fiscal management strategies and effective operational plans ensuring exceptional service quality and efficiency;
- Prepares and oversees an operational budget and ensures effective internal controls and reporting procedures and manages other financial matters;
- Creates an environment of collaboration, teamwork and innovation within the

Recreation Services Group;

- Builds partnerships (internal and external) and introduces new concepts from across or outside the Park Board that add value to the organization;
- Takes a lead role in negotiating and implementing new partnership for the delivery of programs;
- Promotes the development of management practices to continually improve the effectiveness and efficiencies of the Recreation Services Group;
- Provides leadership, direction, coaching, advice and guidance to staff engaged in providing front line customer service; sets goals and expectations; identifies problem areas and works with staff to resolve problems;
- Ensures effective employee relations and works with exempt staff with disciplinary issues including terminations. While Directors hear CUPE 1004 Step II grievances, they are accountable for all grievances and arbitrations in both CUPE 1004 and CUPE 15 within Recreation.
- Plans, develops and implements recruitment strategies and takes a leadership role in managing succession planning and knowledge management and provides coaching in best human resource management practices to subordinate managers;
- Ensures appropriate WCB and Park Board risk management protocols are followed in all facilities;
- Works with staff unions as required including participating in negotiating collective agreements when required;
- Takes a leadership role in communicating the Park Board's mission and values to staff and ensuring an excellent level of service;
- Prepares reports for the Park Board Commissioners, makes presentations and conducts public workshops, as required;
- Chairs and/or facilitates public and staff meetings as required; and,
- Other projects and responsibilities as required.

## **Minimum Position Requirements**

### **Education and Experience:**

- University graduation in a relevant discipline (such as public or business administration or recreation services) OR an equivalent combination of training and experience;
- A minimum of 10 years working in a related field including at least 5 years working at a senior management level (government experience preferred) leading a diverse unionized work group, or an equivalent combination of education and experience;
- Demonstrated experience in Recreation Operations, preferably in a municipal government setting where the incumbent played a significant role in leading initiatives, co-ordinating and facilitating the efforts of many departments and working in concert with the community;
- Successful experience managing in a unionized environment;
- Demonstrated experience with community consultation process and facilitation; and,
- Demonstrated experience in business administration, facilities management and development, including budget and human resource relationships.

### **Knowledge, Skills and Abilities:**

- Extensive knowledge and understanding of Recreation Operations, preferably in a municipal government setting;
- A high level of personal and professional excellence, including the ability to align personal and organizational values;

- Demonstrated ability to be innovative and flexible and to ensure best practices;
- Excellent interpersonal skills including ability to coach and develop others;
- Excellent communication skills (verbal and written) with the ability to formulate and articulate ideas and policy options clearly;
- Excellent and demonstrated ability to resolve conflict and to lead problem-solving in an inclusive, positive manner with an ability to articulate goals and solutions;
- Good knowledge of, (and demonstrated ability to work with), civic, provincial and federal levels of government;
- Knowledge of the methods and requirements of accounting and financial management;
- Considerable knowledge and in HR management, staff training programs and labour relations;
- Demonstrated ability to lead and mentor high performance teams of professionals;
- Demonstrated strong organizational skills including the ability to set priorities, take a global view, political awareness and sensitivity, working in the interest of the whole in a fiscally responsible manner;
- Responds constructively to the unexpected;
- Demonstrated ability to build partnerships and alliances with peers, business partners and staff; and
- Ability to manage organizational changes, anticipating future events and opportunities to ensure an efficient use of scarce staff resources.

**Personal Characteristics:**

- An open-minded convener of ideas; collaborative, open leadership style; demonstrates respect for other perspectives;
- A passion for results, self-motivated, a disciplined doer;
- Strong personal impact based on confidence, credibility, leadership and interpersonal skills;
- Integrity, trust and fairness;
- Inquisitive - asks why and what for;
- Comfortable with complexity and constant change;
- Comfortable with ambiguity and multi-stakeholder perspectives;
- Personal commitment to the public good and embraces the values of diversity, inclusiveness, sustainability and conservation; and,
- Possesses high intellectual capacity with the ability to communicate and negotiate effectively at all levels, internally and externally.

<b>Business Unit/Branch/Division</b>	
Developed by:	Date:
Approved by:	Date:

<b>Human Resource Services</b>	
Approved by:	Effective date:

*Last Document on Record as of December 2018*



## Position Description

Working Title: Manager, Recreation Services

SAP Position Classification: Manager Recreation Services

Business Unit/Service Group: Board of Parks and Recreation

Division/Branch: Stanley District

Employee Group:	Exempt	Position Number(s):	50040695
For HRS input		RTS #	
Pay Grade/Band:	PB 12	Class Title:	Senior Manager 1
Job Code:	50010758	Class No.:	N/A

### Main Purpose and Function

The Manager of Facility Development is responsible for leading a staff team that is responsible for developing and managing recreation services and facilities within the Stanley District, and also the supervision of staff to ensure program continuity and flexibility to meet emerging needs, this includes hiring, termination, evaluation, discipline, support, coaching, professional development and representing the employer in the grievance process. There is an expectation of the incumbent to exercise considerable independence of judgement and initiative, including providing expertise to other divisions and developing policy and long range plans for the Park Board's Recreation Services.

### Key Contacts and Reporting Relationships

Reports to the Director of Stanley District, Vancouver Board of Parks and Recreation; works with Park Board elected officials and other Park Board senior management staff. Other key contacts are: All levels of government and various public and private sector organizations & corporations; City of Vancouver civic staff and City Council; Business associations, contractors and consultants; Stakeholders; Residents and Communities. Reports to the Director of Stanley District, Vancouver Board of Parks and Recreation; works with Park Board elected officials and other Park Board senior management staff. Other key contacts are: All levels of government and various public and private sector organizations & corporations; City of Vancouver civic staff and City Council; Business associations, contractors and consultants; Stakeholders; Residents and Communities.

### Specific Duties/Responsibilities

- As a member of the Stanley District management team, the Manager of Recreation Service's main focus is on Recreation Services within Stanley District; ensures customer satisfaction and positive labour relations while delivering cost-effective services and increasing revenues
- Liaises and fosters positive relations with community associations, groups and agencies
- Participates in and oversees the development of plans for parks and recreation services and facilities
- Provides leadership and supervision to staff, including hiring and termination, discipline, performance and attendance management, coaching, training and development. Inspires, motivates, guides and directs all staff

- Provides coaching on a timely basis; develops goals and expectations, identifies training and development for subordinate staff
- Meets with employees to resolve disputes and administers appropriate collective agreements, hears grievance meetings at step 1 of the grievance process and in consultation with superiors has the authority to resolve grievances at that step
- Establishes and maintains communication with staff to discuss policies, administrative issues and share information, programs plans and problems solve around difficulties encountered working in a challenging environment
- Setting performance goals and coaching employees to achieve desired results (move this to the leadership & supervision bullet
- Recommends, develops and implements relevant policies and procedures and ensures staff compliance
- Prepares and monitors section budgets and provides input to Senior Staff regarding annual budget planning and projections
- Participates in the development of the Strategic and Capital Plans
- Analyzes staffing requirements to ensure efficient use of budget allocation
- Other duties/responsibilities as assigned

### **Minimum Position Requirements**

#### **Education and Experience:**

- Bachelor Degree in Recreation and/or a related discipline or an equivalent combination of education and experience
- At least five (5) to seven (7) years progressively responsible work experience in a recreational setting
- Demonstrated experience in community development and managing projects and staff teams
- Demonstrated experience in HR management, including recruiting, dealing with discipline, representing the Employer at grievance hearings and resolve/deny grievances at the first step in the process
- Demonstrated experience and ability to simultaneously manage and review a number of projects
- Considerable experience with MS Office and Project Management software
- Demonstrated experience in capacity building where the incumbent played a significant role in leading programs, co-ordinating and facilitating efforts of different groups and working in concert with the community

#### **Knowledge, Skills and Abilities:**

- Considerable knowledge of recreation services
- Excellent knowledge of community development
- Good knowledge and demonstrated ability to work with civic, provincial and federal levels of government
- Good knowledge and experience relating to Park and Recreation
- Knowledge and understanding of community service issues, familiarity with low-income population, aboriginal and addition issues an asset
- Knowledge of methods and requirements to provide excellent customer service
- Knowledge and demonstrated experience in HR management, staff training and labour relations
- Knowledge of the methods and requirements of capital, accounting and financial management
- A high level of personal and professional excellence, including the ability to align

personal and organizational values

- Excellent interpersonal skills including the ability to coach and develop others
- Strong communication skills with the ability to formulate and articulate ideas and opinions
- Excellent ability to resolve conflict and to lead problem solving in an inclusive positive manner with the ability to articulate own goals and those of others
- Strong organizational skills including setting priorities, political awareness and sensitivity
- Ability to plan and control a budget and administer funds
- Ability to plan for, assign work and supervise a diverse workgroup engaged in different activities
- Ability to work constructively and consultative with staff in the organization, various levels of government, private and public organizations and residents
- Ability to thrive under pressure and handle multiple tasks and changing priorities with tight time frames
- Ability to prepare complex reports
- Ability to carry out skilful negotiations and interest based conflict resolution
- Demonstrated ability to build partnerships and alliances with peers, business communities, partners and staff
- Ability to manage organizational changes, anticipate future events and determine service delivery alternatives to ensure an efficient use of resources
- Demonstrated ability to plan work programs and projects, suggest changes and revisions to strategic plans and programs
- Demonstrated ability to be innovative, flexible and entrepreneurial

<b>Business Unit/Branch/Division</b>	
Developed by:	Date:
Approved by:	Date:

<b>Human Resource Services</b>	
Approved by:	Effective date:

*Last Document on Record as of December 2018*

## Position Description

Working Title: Manager, Recreation Services (Community Development)

SAP Position Classification: Manager Recreation Services

Business Unit/Service Group: 1400 Board of Parks and Recreation

Division/Branch: Recreation

Employee Group: Exempt	Position Number(s): 50148244
For HRS input	RTS #
Pay Grade/Band:	Class Title:
Job Code:	Class No.:

### Main Purpose and Function

The Manager of Recreation Services (Community Development) inspires and leads a staff team responsible for developing and delivering recreation services and facilities to meet existing and emerging needs on behalf of the residents of Vancouver. The incumbent is expected to exercise considerable independence of judgement and initiative, including providing expertise to colleagues and developing policy and plans for Recreation Services. A community-centric philosophy to building capacity through community development is an integral focus of this position.

### Key Contacts and Reporting Relationships

This position reports to the Director of Recreation and is a key member of the division's senior management team. The Manager works closely with other senior Park Board/City of Vancouver staff and elected officials (Park Board, Council). The position also works collaboratively with government bodies, local businesses, non-profit associations, and community members. This position provides direct leadership for staff responsible for the delivery of community centres/recreation facilities, as well as staff who work within the areas of Community Youth Development, Access Services, Outdoor Sports, Reconciliation and Arts, Culture & Engagement.

### Specific Duties/Responsibilities

#### Community Development and Innovation (50%)

- Responsible for leading a team of recreation professionals in identifying systems to build capacity and develop service models for sustainable recreation provision in the East Region of Vancouver
- Responsible for leading the Recreation team's community development initiatives and philosophy
- Liaises and fosters positive relations with community associations, groups and agencies and facilities
- Performs the duties of liaison between the Park Board and Community Services, Childcare and Social Policy and other City divisions, strategic community partners and community

members

- Effectively leads or supports the efforts of staff in areas of collaboration with external stakeholders such as community groups and local associations

### **Leadership (40%)**

- Responsible for effectively leading a team of senior supervisory staff in the Downtown East Side and City-Wide, and overall personnel management including; portfolio workforce needs, recruitment, coaching, performance planning, training, change management, discipline and termination
- Provides overall staff leadership within the portfolio including guiding the creation of development plans and assigning work that leverages individual capabilities and learning opportunities
- Establishes and maintains communication with staff regarding policies, administrative procedures and organizational initiatives
- Leads or actively participates in the development of plans for changes to City parks and recreation services and facilities
- Actively participates in the development of strategic plans for the division and department as well as leading and reporting on progress towards objectives
- Provides leadership support for organizational initiatives as required
- Responsible for ensuring high-quality customer service, effective resource management and effective labour relations within the assigned portfolio

### **Administration (10%)**

- Manages personnel issues, including administering collective agreements and coordinating meetings with employees, colleagues and union representatives to resolve disputes
- Prepares and manages operating budgets and provides input regarding financial planning and analysis for the division
- Leads or informs the development of relevant policies and procedures as well as the implementation of these to ensure compliance
- Other duties/responsibilities as assigned

## **Minimum Position Requirements**

### **Education and Experience:**

- Bachelor degree in recreation, public administration and/or related discipline or an equivalent combination of education and experience
- Considerable senior management experience gained through seven (7) plus years of progressively more responsible roles within recreation or a related field
- Demonstrated experience in the development and/or effective management of public policies, customer service initiatives, community development and/or business process improvements
- Demonstrated experience with human resource management in a unionized environment, including recruitment, coaching, performance planning, training, change management, discipline and termination, and representing employer at grievance hearings
- Considerable experience with the creation and presentation of public information (formal/informal reports, other publications)
- Proven ability to simultaneously manage multiple organizational priorities, projects, deadlines
- Considerable experience with public engagement involving a diverse range of stakeholders

- Excellent knowledge of MS Office (Outlook, Word, Excel, PowerPoint)

#### **Knowledge, Skills and Abilities:**

- Inspirational leadership skills
- Innovative community development experience
- Demonstrated experience with each of the City's priority leadership competencies
- Excellent knowledge of the role of public recreation services in a diverse, urban environment
- Considerable knowledge and demonstrated ability to work with internal and external stakeholders including local businesses, non-profit associations, and community members
- Considerable knowledge of and experience with civic parks and recreation operations
- Considerable knowledge and understanding of community service opportunities and challenges, familiarity with barriers to participation (ie financial, language, physical, cognitive) and a community development model for services
- Demonstrated commitment to the provision of high-quality customer service experiences
- Proven experience with financial management (budget development, performance measurement, variance analysis, reporting)
- Excellent interpersonal skills including a proven ability to articulate one's own perspective and those of others
- Proven verbal and written communications skills and ability to analyze data, formulate and articulate ideas, perspectives, conclusions
- Demonstrated ability to resolve conflicts and lead problem-solving efforts in an effective and efficient manner, using an "interest-based" approach
- Strong organizational skills, proven ability to set priorities and align resources to achieve outcomes
- Demonstrated political awareness and ability to manage confidential information
- Considerable experience with the effective planning and supervision of a diverse workgroup engaged in a range of customer service activities
- Proven ability to engage constructively with staff, colleagues and stakeholders
- Demonstrated ability to establish and maintain effective partnerships
- Proven ability to manage and promote organizational changes, anticipate future events and develop enhanced service delivery options
- Proven ability to be innovative, flexible and entrepreneurial

<b>Business Unit/Branch/Division</b>	
Developed by: Donnie Rosa	Date: May 15, 2017
Approved by: Tammy Reid	Date: June 2017

<b>Human Resource Services</b>	
Approved by: Divina Lopez	Effective date: June 2017

## Position Description

Working Title: Manager, Recreation Services

SAP Position Classification: Manager Recreation Services

Business Unit/Service Group: 1400 Board of Parks and Recreation

Division/Branch: Recreation

Employee Group:	Exempt	Position Number(s):	50007818 50007813
For HRS input	RTS #		
Pay Grade/Band:	Class Title:		
Job Code:	Class No.:		

### Main Purpose and Function

The Manager of Recreation Services leads a staff team that is responsible for developing and delivering recreation services and facilities to meet existing and emerging needs on behalf of the citizens of Vancouver. The incumbent is expected to exercise considerable independence of judgement and initiative, including providing expertise to colleagues and developing policy and plans for Recreation Services.

### Key Contacts and Reporting Relationships

This position reports to the Director of Recreation and is a key member of the division's senior management team. The Manager works closely with other senior Park Board/City of Vancouver staff and elected officials (Park Board, Council). The position also works collaboratively with government bodies, local businesses, non-profit associations, and community members. This position provides direct leadership for supervisors who manage community centres/recreation facilities within a designated area of the city as well as providing leadership for city-wide operations as required.

### Specific Duties/Responsibilities

- Responsible for effectively leading a team of senior supervisory staff and overall personnel management including; portfolio workforce needs, recruitment, coaching, performance planning, training, change management, discipline and termination
- Provides overall staff leadership within the portfolio including guiding the creation of development plans and assigning work that leverages individual capabilities and learning opportunities
- Manages personnel issues, including administering collective agreements and coordinating meetings with employees, colleagues and union representatives to resolve disputes
- Establishes and maintains communication with staff regarding policies, administrative procedures and organizational initiatives
- Prepares and manages operating budgets and provides input regarding financial planning and analysis for the division
- Leads or informs the development of relevant policies and procedures as well as the

implementation of these to ensure compliance

- Effectively leads or supports the efforts of staff in areas of collaboration with external stakeholders such as community groups and local associations
- Leads or actively participates in the development of plans for changes to City parks and recreation services and facilities
- Actively participates in the development of strategic plans for the division and department as well as leading and reporting on progress towards objectives
- Provides leadership support for organizational initiatives as required
- Other duties/responsibilities as assigned
- Responsible for ensuring high-quality customer service, effective resource management and effective labour relations within the assigned portfolio

## **Minimum Position Requirements**

### **Education and Experience:**

- Bachelor degree in recreation, public administration and/or related discipline or an equivalent combination of education and experience.
- Considerable senior management experience gained through seven (7) to ten (10) years of progressively more responsible roles within recreation or a related field
- Demonstrated experience in the development and/or effective management of public policies, customer service initiatives, and/or business process improvements
- Demonstrated experience with human resource management in a unionized environment, including recruitment, coaching, performance planning, training, change management, discipline and termination, and representing employer at grievance hearings
- Considerable experience with the creation and presentation of public information (formal/informal reports, other publications)
- Proven ability to simultaneously manage multiple organizational priorities, projects, deadlines
- Considerable experience with public engagement involving a diverse range of stakeholders
- Excellent knowledge of MS Office (Outlook, Word, Excel, PowerPoint)

### **Knowledge, Skills and Abilities:**

- Demonstrated experience with each of the City's priority leadership competencies
- Excellent knowledge of the role of public recreation services in a diverse, urban environment
- Considerable knowledge and demonstrated ability to work with internal and external stakeholders including local businesses, non-profit associations, and community members
- Considerable knowledge of and experience with civic parks and recreation operations
- Considerable knowledge and understanding of community service opportunities and challenges, familiarity with barriers to participation (ie financial, language, physical, cognitive)
- Demonstrated commitment to the provision of high-quality customer service experiences
- Proven experience with financial management (budget development, performance measurement, variance analysis, reporting)
- Excellent interpersonal skills including a proven ability to articulate one's own perspective and those of others
- Proven verbal and written communications skills and ability to analyze data, formulate and articulate ideas, perspectives, conclusions

- Demonstrated ability to resolve conflicts and lead problem-solving efforts in an effective and efficient manner, using an “interest-based” approach
- Strong organizational skills, proven ability to set priorities and align resources to achieve outcomes
- Demonstrated political awareness and ability to manage confidential information
- Considerable experience with the effective planning and supervision of a diverse workgroup engaged in a range of customer service activities
- Proven ability to engage constructively with staff, colleagues and stakeholders
- Demonstrated ability to establish and maintain effective partnerships
- Proven ability to manage and promote organizational changes, anticipate future events and develop enhanced service delivery options
- Proven ability to be innovative, flexible and entrepreneurial

<b>Business Unit/Branch/Division</b>			
Developed by: Diane Murphy		Date:	October 7, 2013
Approved by: Thomas Soulliere		Date:	October 7, 2013

<b>Human Resource Services</b>			
Approved by: Pauline Moshier		Effective date:	October 11, 2013

# Job Title: Manager Recreation Services

**Requisition ID:** 9723

## **Company**

The City of Vancouver is striving to become the greenest city in the world by 2020 and we are proud to be one of Canada's Top 100 Employers, BC's Top Employers, and one of Canada's Greenest Employers. With employees that have helped Vancouver consistently rank as one of the world's most livable cities, the City values a diverse workforce which represents the vibrant community we so proudly serve.

Consider joining our committed team of staff and being part of an innovative, inclusive and rewarding workplace.

The Manager of Recreation Services Community Development inspires and leads a team responsible for developing and delivering recreation services and facilities to meet existing and emerging needs on behalf of the residents of Vancouver, primarily located in the Downtown East-Side. The successful candidate is expected to exercise considerable independence of judgement and initiative, including providing expertise to colleagues and developing policy and plans for Recreation Services. A community-centric philosophy to building capacity through community development is an integral focus of this position.

This role actively participates in the development and delivery of strategic plans, policies and procedures and identifying systems to build capacity and service models for sustainable recreation provision in the East Region of Vancouver.

Reporting to the Director of Recreation this position is a key member of the division's senior management team. The Manager works closely with other senior staff and elected officials and collaboratively with government bodies, local businesses, non-profit associations, and community members; often performing the duties of liaison between the Park Board and other City divisions, strategic community partners and community members.

This position provides direct leadership for union and non-unionized staff responsible for the delivery of community centres/recreation facilities, as well as staff who work within the areas of Community Youth Development, Access Services, Outdoor Sports, Reconciliation and Arts, Culture & Engagement. We are looking for an inspirational leader to be responsible for a team of professionals to guide the creation of development plans and assign work that leverages individual capabilities and learning opportunities. Your knowledge and understanding of community service opportunities and challenges, familiarity with barriers to participation and a community development model for services will help you be successful in this role.

He or She has demonstrated experience in the development and/or effective management of public policies, customer service initiatives, community development and/or business process improvements with the ability to establish and maintain effective partnerships. Your interpersonal skills including a proven ability to articulate one's own perspective and those of others will help you to resolve conflicts and lead problem-solving efforts in an effective and efficient manner, using an "interest-based" approach.

You will bring a combination of strategic leadership, business acumen, and have a proven ability to effectively manage a wide range of high-profile projects with tight budgets, schedules and deadlines.

Along with a degree in recreation, public administration or other related discipline the ideal candidate will bring a minimum of seven years of experience in progressively more responsible roles within a highly unionized parks and recreation operations environment with a community development focus. As a leader of a diverse workgroup engaged in a range of customer service activities, you have a proven track record as an excellent developer of teams and are able to maximize the engagement and contributions of the team to meet changing business needs.

**Business Unit/Department:** Board of Parks & Recreation (1400)

**Employment Type:** Regular Full Time

**Application Close:** March 4, 2018

The City of Vancouver is always interested in adding high performing team members to its staff. If you would like to be considered for this exciting and impactful career opportunity, please apply on our internal careers site.

We thank all applicants for their interest. However, only those selected for an interview will be contacted. Learn more about our commitment to diversity and inclusion.

# Job Title: Community Recreation Supervisor

Requisition ID: 14131

## Company

The City of Vancouver is striving to become the greenest city in the world, and a city powered entirely by renewable energy before 2050. We are proud to be one of BC's Top Employers, Canada's Best Diversity Employers, and one of Canada's Greenest Employers. With employees that have helped Vancouver consistently rank as one of the world's most livable cities, the City values a diverse workforce which represents the vibrant community we so proudly serve.

Consider joining our committed team of staff and being part of an innovative, inclusive and rewarding workplace.

## Main Purpose & Function

The Vancouver Board of Parks and Recreation is seeking three dynamic, forward thinking and experienced individuals to lead the delivery of programs and services at a number of Community Centres throughout the City of Vancouver. As a key member of the Recreation Leadership team and reporting to the Manager of Recreation Services, the Supervisors are responsible for working as the primary City representatives and effective team leads in the coordination, development and management of recreation facilities, programs and staff in the community.

## Specific Duties & Responsibilities

The Supervisor is accountable for maximizing resources to deliver quality services, meet public policy and key performance objectives. The position leads a large staff team and works closely with a local community association under a Joint Operating Agreement as well as other agencies to develop and provide relevant programs to meet community needs. The Supervisor is responsible for the management of local and system wide program/policy assignments and collaborates regularly with colleagues across the City organization.

## Sites

### Marpole/ Oakridge Community Centre (One year Temporary Full Time Opportunity\*)

Nestled at the north end of Oak Park at 59th Avenue and Oak Street, Marpole-Oakridge Community Centre was founded in 1949 and now serves two neighbourhoods of diverse populations and ages. English and Chinese are the predominant languages here, with a wide assortment of programs and services available through the centre. Amenities also include a fitness centre, sauna, and whirlpool and racquet court.

### West Point Grey Community Centre (One year Temporary Full Time Opportunity\*)

A heritage home, pottery studio, gymnasium and fitness centre make up this community complex located on the West Side of Vancouver. The centre offers an exciting blend of programming in Recreation, Sport and the Arts for all age groups. Programming also occurs at Jericho Hill a local satellite facility.

### Champlain Heights Community Centre (Six month Temporary Full Time Opportunity\*)

Located in the South East corner of the city, this centre offers licensed care, senior and family programming. Amenities include a fitness centre, gymnasium, squash/racquet court and sauna.

\*with possible extensions

## Qualifications

### Education and Experience:

- Post-Secondary Degree in Recreation, Leisure Services or related discipline supplemented by courses or experience in related areas such as leadership, administration, business development, or human resource management.
- A minimum of 5 years in a leadership role in the recreation field and a proven ability to perform management responsibilities.
- Demonstrated experience in the areas of staff supervision and labor relations, management of large operating budgets, and effective community development
- Proven experience working with volunteer boards and community groups are essential.
- An equivalent combination of training, education and experience may be considered.

### Knowledge, Skills and Abilities:

- Knowledge and experience in managing and programming for a wide spectrum of public recreation facilities and service needs, gained through progressively more responsible positions.

- Demonstrated skills and competencies in the following areas: workforce planning and personnel development, budget development and management, conflict resolution, project management, community engagement and facility utilization
- Excellent verbal and written communication skills.

**Business Unit/Department:** Board of Parks & Recreation (1400)

**Affiliation:** Exempt

**Employment Type:** Temporary Full Time

**Position Start Date:** October, 2019

**Number of Positions:** 3

**Application Close: September 22 2019**

At the City of Vancouver, we are committed to recruiting a diverse workforce that represents the community we so proudly serve. We encourage applicants from diverse backgrounds, including Indigenous applicants, all genders, nationalities and persons with disabilities.

We thank all applicants for their interest. However, only those selected for an interview will be contacted. Learn more about our commitment to diversity and inclusion.