

Position: Recreation and Facility Coordinator

Salary range/Hours of work: \$21-23/hr 37.5 hours per week, some weekend and evening work responsibilities as well as on-call emergency phone responsibilities on evenings and weekends.

Responsible/Reports to: Co-Executive Director Vanya McDonell

Overall Position Objectives:

Responsible for recreation programming and the facility management and operations at the Fairfield Community Place and Margaret Jenkins Elementary satellite facility.

Specific Job Duties and Responsibilities:

Management and Support:

- Plan and implement recreation programming for the centre, including instructor supervision, promotion, and registration
- Oversee daily facility operations including custodial services, usage of space, and access and security of buildings
- Assess facilities for repairs or upgrades needed in consultation with senior staff team
- Prioritize and coordinate repair and upgrade projects as needed in partnership with the City of Victoria, Sir James Douglas School, School District 61 and other affected partners
- Oversee internal emergency preparedness program and liaise with City of Victoria's emergency management team.
- Establish and oversee records management for registration, rentals, payment procedures, and account reconciliations
- Provide leadership and direction on facility and recreation matters for the other centre staff including the development and implementation of policy and procedures
- Participate in Joint-Use committee that oversees the relationship between the City of Victoria, Greater Victoria School District and the FGCA for shared space (the Garry Oak Room and Corinne's Kitchen)

Financial Management and Reporting:

- Lead on preparation of funding reports to City of Victoria as directed by Co-Executive Directors
- Monitor program area budgets and report on any significant deviations or recommended budget reallocations
- Identify external funding opportunities to enhance the facility
- Participate in annual budget development
- Provide annual program area reports for FGCA records and contribute to funding reports as delegated

Personnel:

- Recruitment, hiring, supervision and evaluation of contracted recreation instructors
- Recruitment, hiring, training, supervision and performance evaluation of custodians
- Training and oversight of any recreation or facility-based volunteer positions

Communication:

- **Position includes shared responsibility for On-call Facility Emergency Cell-phone**
- Daily communication with other coordinating staff and Co-Executive Directors
- Primary staff position for communication with registered program participants, course instructors and recreation staff.

- Information lead for facility-based health, safety and emergency situations
- Agency contact with organization's maintenance and cleaning contractors
- Primary staff person for communication and information sharing with custodial staff
- Contact for Community Centre Network Recreation and Facility related meetings

Promotion/ Public Relations:

- Overseeing promotions materials and strategies for recreation programs
- Agency contact for Active Living Guide submissions (City of Victoria Guide)
- Responsible for updating relevant program area web-site information

Qualifications (Education / Skills/ Abilities)

- Education in recreation, physical education, or facilities management
- Experience in community recreation programming
- Superior organizational and communication skills
- Familiarity with Microsoft 365, Office suite, and working in a networked computer environment
- Experience with recreational management software such as CLASS an asset
- Certification in First Aid with CPR-C
- Experience with non-profit, community based agency structures
- Emergency Preparedness experience an asset

Working Conditions

- some weekend and frequent evening requirements
- fluctuating schedule based on needs
- open work space, noisy public access point
- regular interruptions by co-workers, program participants, public
- multiple competing demands, limited resources
- may have to support program delivery
- on-call responsibilities for emergency facility cell-phone
- some lifting, moving equipment, furniture, program materials

Reviewed/Revised: May 2018