



**FAIRFIELD GONZALES**  
COMMUNITY ASSOCIATION  
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## **JOB POSTING:**

### **Recreation and Facility Coordinator**

Start date: July 9, 2018 End date: July 17, 2019

Posting date: June 13, 2018

Posting closes: June 22, 2018 4pm

Temporary full time position, covering a one year leave of absence

The FGCA is a non-profit charitable society run by a board of directors in the Fairfield Gonzales area of the City of Victoria. We operate a community centre, an off-site out of school care centre, youth outreach, and employ youth and family counselors in school district #61. The Recreation and Facility Coordinator is responsible for recreation programming as well as the facility management and operations at the Fairfield Community Place and Margaret Jenkins Elementary satellite facility.

**Rate of pay:** \$21-\$23 per hour

**Hours:** 37.5 hours per week, some weekend and evening work responsibilities as well as on-call emergency phone responsibilities on evenings and weekends.

### **POSITION OVERVIEW**

Reporting directly to the Co-Executive Director of the Fairfield Gonzales Community Association, the successful candidate will perform the following duties:

- Plan and implement recreation programming that promotes health and wellness for all ages
- Manage day-to-day operations of our facilities, including bookings, custodial services, access and security
- Plan and oversee ongoing maintenance and upgrades as required to facility space
- Oversee emergency preparedness for the facilities
- Supervise contract recreation instructors, custodial staff, and program-based volunteers

### **QUALIFICATIONS**

- 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

### **WORK SETTING:**

- some weekend and frequent evening requirements
- on-call responsibilities for emergency facility cell-phone
- some lifting, moving equipment, furniture, program materials

**Please see the attached job description for further details.**

Interested individuals are requested to email their resume and cover letter to Vanya McDonell at [vmcdonell@fairfieldcommunity.ca](mailto:vmcdonell@fairfieldcommunity.ca) or drop off in person at Fairfield Community Place (1330 Fairfield Road).

Please include "Recreation and Facility Coordinator" in the subject line of your email.

We thank all applicants for their interest. However only those selected for an interview will be contacted.

**Application deadline is Friday, June 22, 2018 at 4:00pm**