



Town of Drayton Valley

EMPLOYMENT OPPORTUNITY			
Position Title	RECREATION AND CULTURE MANAGER	Closing Date	February 22, 2016
Department	COMMUNITY SERVICES	Reporting To	DIRECTOR OF COMMUNITY SERVICES
Level / Grade	<input checked="" type="checkbox"/> Full Time <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary <input type="checkbox"/> Contract <input type="checkbox"/>	Hours per Week	40

Position Summary

The Recreation and Culture Manager is responsible for the development and continuance of comprehensive operations of the recreation and cultural facilities and infrastructure for the Town of Drayton Valley.

Primary Responsibilities

- Coordinate the development of facility business plans, long-term facility partnerships, cost-sharing agreements, fee schedules, safety and accessibility protocols, operational policies, supplies purchasing procedures, and long-term sustainability for all Town Recreation and Culture facilities, including the Omniplex, Park Valley Pool, Eleanor Pickup Arts Centre, MacKenzie Conference Centre, Municipal Libraries and Outdoor Recreation venues.
- Assist facility users in their ongoing use and enjoyment of the facilities, including rental agreements, fund development strategies, and partnership opportunities.
- Develop in cooperation with the Facilities Manager, a comprehensive life-cycle costing protocol for the facilities, incorporating cost efficiencies and optimal maintenance standards.
- Assist in the planning, facilitation and development phases for the establishment of new recreation and cultural facilities and infrastructure as approved by Town Council.
- Assist in the development of an outdoor recreation, parks, and sportsfield plan to address the outdoor leisure needs of the community, incorporating within the plan the anticipated growth in facility needs, facility site-identification, and long-term capital and operational budgeting.
- Prepare and implement required staffing and resource plans for all Town-owned recreation and

cultural facilities with an emphasis on optimizing fiscal responsibility and customer service.

- Lead in the provision of recruitment, supervision, and training of recreation facility staff and contracted resources.
- Assist in the identification of and preparation of applications to related grants and funding sources to aid in facility development and/or enhancement.
- Prepare, in collaboration with the Director of Community Services, annual operating and capital budgets for all Town-owned recreation and cultural facilities for presentation to Town Council.
- Administer all cost-sharing agreements for recreation and cultural facilities with neighbouring municipalities and make recommendations for succeeding agreements.
- Develop and maintain a detailed inventory of existing recreation, culture, parks and sport facilities and venues for use by the Department, the Town of Drayton Valley, and community stakeholders.
- Research, prepare and present recommended policies and procedures relating to the efficient and sustainable operation of all recreation and cultural facilities.
- Perform other related duties as required.

Job Duties

- Report regularly to the Director of Community Services.
- Work collaboratively with the Program Manager.
- Interact and cooperate with all Town Departments.
- Address facility related concerns and issues and direct resources as required and within the parameters permitted.
- Ensure that all required legislation, by-laws, and policies are adequately communicated to department personnel and adhered to.
- Establish clear goals and direction for each facility and its personnel.
- Continually conduct research on optimizing the operations of the recreation and cultural facilities, and in staying current on existing and emerging trends in the industry.

Qualifications

- Degree in Recreation Administration, Recreation Facility Management, or a related field
- Excellent verbal and written communication skills
- Ability to work well within a team environment and within the community
- Valid driver's license

Other Considerations

- Working knowledge of arena and pool operations
- Working knowledge of land-use planning and outdoor space design
- Proficiency in Microsoft Office Suite

Experience

- Minimum of three years in a similar environment
- Demonstrated knowledge and experience in facility planning, financial management and personnel management.
- Must have experience in Pool and Arena management

Special Requirements

- Willingness to attending training sessions as required by the employer
- Willingness to work weekends and unscheduled hours when required

Salary / Benefits

The Town offers an excellent benefits package and pension plan. Salary is commensurate with education and experience.

Additional Information

As a team player you possess a strong work ethic and a commitment to excellence. If you like being challenged then we would like to hear from you. Please submit a cover letter outlining your skills and experience as they relate to the position along with your resume in confidence to:

Human Resources Coordinator
Town of Drayton Valley
Box 6837
Drayton Valley, AB, T7A 1A1
Fax: (780)542-5753
Email: personnel@draytonvalley.ca

Deadline to apply is no later than 4:30 pm on Monday, February 22, 2016.

We thank all applicants for their interest. However, only those selected for an interview will be contacted. All information collected for the above offer of employment is done under the provision of the Freedom of Information and the Protection of Privacy legislation and will be used only for the evaluation of candidates.