



Director of Community Services

Competition #12-2022

For people who enjoy the outdoor lifestyle, Sparwood will exceed your expectations by offering you instant access to mountains, valleys, rivers and lakes filled with an array of fish and wildlife. Participate in fishing, hiking, mountain biking, camping, golf, numerous lake activities, hunting, cross country skiing and world class skiing and snowboarding to your heart's content. Sparwood is an East Kootenay community of about 4,100 people living in the beautiful Elk Valley, approximately 1.5 hours away from Cranbrook, BC and 2.5 hours away from Calgary, AB - offering easy access to big city amenities while enjoying all that rural living has to offer.

The District of Sparwood is searching for its next talented and experienced Director within the Community Services department. Working closely with the Chief Administrative Officer, you will primarily be responsible for the provision of recreation and cultural services to residents of Sparwood and surrounding areas, including the operation, programming, maintenance, repair, renovation, construction, and oversight of all District of Sparwood sports fields, indoor and outdoor recreation amenities, trails, buildings, structures, and related building systems.

Recognizing the unlimited potential of this vibrant community and the importance of hiring a leader to assist Council in achieving their strategic goals and objectives, we are looking to attract a collaborative, results-oriented leader as the Director of Community Services.

The core job duties include:

- Overseeing the Community Services Department, ensuring compliance with legislation and Council policies
- Implementing and improving long term plans and strategies
- Providing technical advice and guidance to the Chief Administrative Officer and Council

The ideal candidate will have:

- University Degree in Recreation Management, Public Administration, or other related field
- At least eight (8) years of experience in recreation facility operation and maintenance, community recreation and event programming in a municipal setting
- At least five (5) years of experience in a management role
- A thorough knowledge of the principles and practices required in the administration and operation of recreation services, including swimming pool and arena operation, programming, facility development, marketing, and strategic planning
- Demonstrated experience in financial management, including budget preparation and management and administration of computerized booking/registration systems

A wide range of non-traditional education and/or equivalent work experience will be considered.

The starting salary for this position is between \$100,000 and \$118,000 (dependent on education and experience), with further increases based on the annual performance reviews. This salary package includes a full range of employer paid benefits, annual vacation entitlement, an earned day off program, up to 3-weeks of time off in lieu of overtime and an Active Living Pass for access to the Leisure Centre courts, fitness centre, climbing wall, pool, arena and many of the drop-in fitness classes. More information and a detailed job description can be found on the District of Sparwood website at <https://sparwood.ca/municipal-hall/employment-opportunities/>.

Qualified applicants who are offered and accept the position may be required to complete a satisfactory pre-employment background check. This may consist of all or a combination of the following: Canadian criminal record check, an employment verification and/or an education and accreditation verification and a clean drivers' abstract.

Applicants are invited to submit their resumes, complete with cover letter, in confidence by 11:59 pm Mountain Time on Friday, December 23, 2022 quoting competition #12-2022, to the attention of:

Jenna Jensen
Manager of HR & Communications
District of Sparwood
careers@sparwood.ca