

Township of Langley

Job Title:	Community Recreation Manager (up to 2)
Competition Number:	24-E014
Employment Type:	Regular Full-Time
Pay Rate:	\$66.90 - \$75.25 per hour (4 steps, 2024 rates) plus benefits
Hours of Work:	37.5 hours per week; 5 days per week, evenings and weekends included; Non-Standard hours and/or non-standard work week
Competition Opening Date:	June 17, 2024
Competition Closing Date:	July 8, 2024

Job Overview

The Township of Langley is currently recruiting for up to two regular full-time **Community Recreation Managers** to join our team of professionals in the Recreation Division. Reporting to the Director, Recreation, Arts and Culture, in this exempt position you will be responsible for the overall programming and operations of specific community recreation facilities and services, including ice arenas, fitness centres and aquatic facilities. The Community Recreation Manager leads the team to ensure that facilities and programs are designed to meet the needs and interests of our community.

Responsibilities

In this role, you will develop and administer operating and capital budgets and prepare and evaluate additional revenue sources including grants, sponsorships, endowments and community partnerships. You will supervise the registration, rental and scheduling systems and ensure activities are supervised and secure. The Community Recreation Manager promotes a service ethic within the division and this position includes considerable liaison with user groups, community organizations and the general public. This position works a varying schedule based on operational facility needs and events.

Qualifications

Your education will include a university degree in Recreation or a related discipline, plus a minimum of 5 years related experience and sound supervisory experience. The successful candidate will be required to complete the Serving it Right certification within 3 months of hire. With excellent interpersonal, written, and leadership skills, you have the ability to provide advice and direction to a multi-tasked work group. You have extensive knowledge and experience in community needs serviced by the facilities, and practices used in the management and operation of various recreation facilities.

Successful candidates must have at least one of the following certifications at the time of application and will require both within the first year of employment (If you have one or both, please upload both with your application):

- RFABC / BCRPA recognized Pool Operators II Certificate; or
- Safety Authority recognized Ice Facilities Operators Certificate and/or 5th Class Power Engineer with refrigeration endorsement

This position is defined by the Township of Langley as a position of trust (Child Safety). The successful candidate will be required to have a Police Information Check as a condition of employment (not required as part of the application process, however, will be required upon consideration for employment).

In order to be considered for this position, candidates must have the following valid and current certifications / licenses (must be valid at the time the posting closes) and these **must** be attached with your application. **Applications without the attached required documents below will be deemed incomplete and will not be considered. Please title your attachments with the number of this competition and have these documents ready to upload when you apply:**

- First Aid Certificate (minimum Emergency)
- CPR C Certificate
- Pool Operators II and/or IFO Certificate (as noted above)
- BC Class 5 (full privilege) Driver's License. You must include with your application a current **Personal Driving Record (select the 5-year option if obtaining online)** that has been obtained within 6 months of the closing date. To obtain a copy of your **Personal Driving Record**, please contact ICBC directly or the driving authority where you reside. Please note that a copy of your Driver's License and the Driver Factor Report **will not** be accepted.

Applications without the attached required documents above will be deemed incomplete and may not be considered. Please title your attachments with the number of this competition and have these documents ready to upload when you apply.

Apply Now

Visit tol.ca/careers to apply for this exciting career opportunity in a growing community. The Township of Langley is an equal opportunity employer.

We appreciate all applications; however, only short-listed candidates will be contacted for an interview.