



City of Dawson Creek – Community Culture & Recreation Manager

POSTING DATE:	July 26, 2024
CLOSING DATE:	August 11, 2024
SALARY:	\$95,000 - \$110,000
COMPETITION NO.:	2024-54
HOURS OF WORK:	40 hours per week

The City of Dawson Creek is seeking a dynamic and passionate Community Culture and Recreation Manager to join our team. This pivotal role is dedicated to enhancing the quality of life in our community by providing diverse and engaging opportunities for all ages. The successful candidate will work towards enriching recreational, arts, and cultural offerings while actively reducing barriers to participation.

The Opportunity: The Community Culture and Recreation Manager plays a pivotal role in enhancing the quality of life in Dawson Creek by providing diverse and engaging opportunities for all ages. Through partnerships and collaboration, the Community Culture and Recreation Manager is responsible for leading their team, maximizing facility use, amplifying community events and supporting stakeholders. The ideal candidate should passionately support recreation while nurturing a healthy, active, and connected community. They should also value cultural diversity, ensuring that recreational programs are inclusive and respectful of different traditions and community needs.

Key work areas include:

- Preparing annual operational plans for the recreation department, researching community art, culture, and recreational needs to develop programs, activities, and events to fulfill those needs.
- Responsible for staff recruitment, hiring, and scheduling; offers guidance and support through mentoring, training, and coaching to enhance performance and develop skills.
- Promoting and advancing community relationships that align with City plans and programs, such as the Parks, Recreation and Culture Master Plan and Community Partners Program, and works on reducing financial barriers through initiatives like Leisure Access.
- Researches and applies for funding opportunities, including grants, partnerships, and sponsorships, that align with City programs and events.
- Manages the implementation and operation of Community Services software and systems; oversees facility user groups, league schedules, and bookings of all City facilities.
- Amplifies and supports community events through the Community Event Permit process and policy; prepares reports and presentations for Council, as required; builds and maintains relationships with community groups and organizations.
- Manages and implements the budget for the Culture and Recreation Department, monitors expenses and revenues, collaborates with the Communications Department to develop marketing materials and strategies, and evaluates program effectiveness for continuous improvement.

Requirements:

- A diploma in recreation, sport management, physical education, related discipline, or equivalent experience.

- Minimum two years of demonstrated experience, or an equivalent combination of education and related experience related to the items listed within the job posting, preferably in a local government setting.
- Valid Driver's License
- Compliance with and approval of Security/Reliability Clearance and Criminal Record Search with Vulnerable Sector.

This position comes with a competitive benefit package.

Candidates should submit a résumé by emailing a PDF or Word document to resumes@dawsoncreek.ca, with the **job posting name and number in the subject line**, by 11:59 pm on the closing date referenced above. The City thanks all applicants for their interest; however, only those selected for an interview will be contacted.

The City of Dawson Creek is committed to accommodating persons with disabilities whenever reasonably possible during the selection and employment process. You must be legally entitled to work for any employer in Canada to be eligible for this position. By applying for this position, you are giving permission for the City to contact your previous employers and references.