

Township of Langley

Job Title:	Community Centre Supervisor
Competition Number:	25-U036
Employment Type:	Regular Full-Time
Pay Rate:	\$42.45 - \$50.13 per hour (5 steps, 2024 rates) plus benefits
Hours of Work:	40 hours per week; 5 days per week, evenings and weekends included; Non-Standard hours and/or non-standard work week
Competition Opening Date:	March 7, 2025
Competition Internal Closing Date:	March 17, 2025
Competition External Closing Date:	March 21, 2025

Job Overview

The Township of Langley is currently recruiting for a regular full-time **Community Centre Supervisor** to join our team of professionals in the Arts and Culture Programs and Services Department. Reporting to the Manager, Arts and Culture, this unionized position involves a range of administrative responsibilities supporting the programs and services offered at the salishan Place by the River. This position is ideal for candidates who demonstrate exceptional leadership skills and are enthusiastic about fostering arts and culture in our community.

Responsibilities

- Prepare budget estimates and monitor revenues and expenditures
- Assist with capital renewal replacement plans and initiate work requests for contracted services
- Liaise with Facilities supervisory staff to ensure maintenance and custodial schedules meet operational needs and ensure proper functioning of all mechanical equipment
- Provide liaison and resource to a variety of internal contacts, external agencies, and community groups
- Develop and coordinate community partnerships to accomplish division objectives and initiatives
- Coordinate and implement divisional projects and participate in strategic plans, programs, goals and policies
- Support the planning, coordination and delivery of Township led and private special events
- Investigate and process issues and complaints related to programs, facilities and operations
- Hire, train, supervise and evaluate the work of employees and contract workers involved in a wide range of roles supporting arts, culture, and heritage programs and services and museum exhibits
- Perform related work as required

Qualifications

- University graduation in recreation or arts and culture, or another discipline related to the work plus sound related supervisory experience, or an equivalent combination of training and experience
- Thorough knowledge of the arts and culture program service activity needs of all age groups
- Considerable knowledge of community arts and culture program principles, practices, and objectives
- Considerable knowledge of the services provided by various community organizations, government agencies, businesses and staff
- Ability to oversee operations of a facility with a wide variety of programs, exhibitions, and activities offered
- Ability to coordinate and implement division and partnership projects and initiatives and participate in the assessment of goals, objectives, policies and programs
- Ability to establish and maintain effective communication with a variety of external and internal contacts
- Ability to plan, assign, supervise and review the work of staff and participate in recruitment

This position is defined by the Township of Langley as a position of trust and requires a Police Information Check (not required as part of the application process, however, will be required upon consideration for employment).

Required Certifications/Licenses

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.

- 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.
- Emergency First Aid, CPR-C and AED Certification

Restrictive/Non Restrictive – Possession – Acquisition Firearms License is required (not required as part of the application process, however, will be required upon consideration for employment)

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.