

Township of Langley

Job Title:	Community Centre Supervisor (up to 3)
Competition Number:	25-U069
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 (see below)
Competition Opening Date:	May 15, 2025
Competition Internal Closing Date:	May 26, 2025
Competition External Closing Date:	June 5, 2025

Job Overview

The Township of Langley is currently recruiting for up to three regular full-time **Community Centre Supervisors** to join our team of professionals in the Recreation, Arts and Culture Division, Recreation Programs and Services Department. Reporting to the Community Recreation Manager, in this unionized position you will be responsible for a variety of administrative duties related to the operation and maintenance of one or more large multi-purpose recreation facilities.

Responsibilities

- Prepare budget estimates and monitor revenues and expenditures
- Assist with capital renewal replacement plans and initiate work requests for contracted services
- Direct maintenance and custodial schedules 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/implement divisional projects and participate in the assessment of strategic plans and programs
- Direct and participate in studies and surveys to determine community interests
- Investigate and process issues and complaints related to programs, facilities and operations
- Hire, train, plan, assign, supervise, review, and evaluate the work of employees involved in a wide range of roles supporting recreation programs and services
- Monitor the performance of contract workers and ensure conformance to specifications
- Perform related work as required

Qualifications

- University graduation with a degree in recreation or arts and culture, or in a related discipline relevant to the work plus sound related supervisory experience, or an equivalent combination of training and experience.
- Thorough knowledge of the recreation program and leisure service activity needs of all age groups
- Considerable knowledge of community recreation program principles, practices, and objectives
- Considerable knowledge of the services provided by various community organizations, government agencies, businesses and staff
- Ability to oversee the operations of one or more large multi-purpose recreation facilities with a wide variety of programs and activities
- 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 working relationships with a variety of external and internal contacts and to provide liaison, advisory and resource services as required
- Ice Facility Operator, Pool Operator 2 and Serving it Right certificates are considered assets

Shift Patterns

- **Position 1:** Sunday – 12:00pm – 8:00pm, Monday – 9:00am – 5:00pm, Tuesday - 11:00am – 7:00pm, Wednesday and Thursday 9:00am – 5:00pm
- **Position 2:** Tuesday – 9:00am – 5:00pm, Wednesday – 2:00pm – 10:00pm, Thursday – 9:00am – 5:00pm, Friday and Saturday – 2:00pm – 10:00pm
- **Position 3:** Sunday – Tuesday – 9:00am – 5:00pm, Wednesday and Thursday – 12:00pm – 8:00pm

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

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.