



## DISTRICT OF CHETWYND MANAGER OF LEISURE SERVICES

Chetwynd is located in the foothills of the eastern slope of the Rocky Mountains in the Peace River area. Excellent recreation facilities, a diversified economy and being rated as BC's most livable small community make Chetwynd a great place to live and work.

Reporting directly to the Director of Recreation or his/her designate, the Manager of Leisure Services is responsible primarily for the overall management and supervision of the Chetwynd and District Leisure Pool, facility programming and administration of the Chetwynd and District Rec Centre Facilities. This position is responsible for the planning, organizing, directing and controlling the daily and long term operations of the Chetwynd and District Leisure Pool's programs and services. The incumbent will ensure the safety, protection and enjoyment of all those engaged in Leisure Pool activities, including supervision of Aquatic staff and activities and will follow all safety and hygienic standards, this position is also responsible for maintaining aquatic program quality and delivery and to provide instruction to staff and users in accordance with prescribed standards and established guidelines. This position requires independent judgment and supervisory skills.

### **The successful candidate will:**

- Manage, maintain, improve, operate and control the Swimming Pool facilities owned and operated in conjunction with the Peace River Regional District
- Participate in long term planning exercises for the Chetwynd and District Swimming Pool -functions, succession planning and operational improvements
- Manage the delivery of leisure services activities in order that people of all ages can utilize the Swimming Pool facilities in a wholesome and enjoyable manner and effectively and professionally respond to patron inquiries and concerns
- Hire, plan, direct, co-ordinate, administer, schedule and supervise the day-to-day activities of staff working directly under his/her jurisdiction, and to work with the HR Manager regarding disciplinary action as appropriate
- Ensure that employees under his/her jurisdiction are delegated adequate authority to carry out their responsibilities, but that appropriate limitations on their authority are clearly understood
- Ensure that evaluative reports on all staff under his/her jurisdiction are undertaken on an annual basis
- Approve staff training, attendance at seminars, conferences, etc.
- Plan, schedule, and conduct in-service staff training workshops and aquatics courses in collaboration with aquatics staff
- Recommend to the HR Manager and Director of Recreation for the addition, separation, termination, promotion, demotion, transfer or retirement of any employee of his/her department
- Understand and work within the Collective Agreement between the District of Chetwynd and the CUPE Local
- Ensure that programs, policies, practices and procedures pertaining to the Recreation Departments are observed and carried out as intended and as per legislated requirements

- Assist the Director of Recreation with the preparation of the annual capital and operating budgets
- Approve financial and operating transactions pertaining to his/her department
- Prepare reports and maintain such records and information as may be necessary to perform this function
- Carry out additional related tasks and functions assigned by the Director of Recreation

#### **Minimum Requirements**

- Good organizational skills and time management
- Proven written and verbal communication skills
- Excellent public relations skills
- Demonstrated knowledge of sports, fitness and leisure services
- Proven ability to organize, supervise and evaluate programs
- Current Emergency First Aid
- Valid Class 5 BC Driver's License
- Degree or Diploma in Recreation or related field or a combination of education and experience
- The successful candidate will have the following current certifications: National Lifeguard Service – Pool Option; Red Cross Water Safety Instructor; Lifesaving Instructor; CPR Level C; AED; Minimum of three of the following: Lifesaving Instructor Trainer, First Aid Instructor, National Lifeguard Instructor and/or Water Safety Instructor Trainer
- Completion of a criminal record check is mandatory for this position.

A competitive annual salary of \$73,100.00 and an extensive benefit package is offered.

We offer employees tremendous opportunities to apply and enhance their skills in a positive environment. If you are seeking a challenging and rewarding career opportunity, please submit your application to:

Human Resources Officer, District of Chetwynd  
5400 Hospital Road, PO Box 357, Chetwynd, BC V0C 1J0  
Fax No.: (250) 401-4101  
Email: [DWay@gochetwynd.com](mailto:DWay@gochetwynd.com)

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