



**VILLAGE OF FRASER LAKE  
RECREATION DIRECTOR  
JOB DESCRIPTION  
April 2018**

**POSITION TITLE:** RECREATION DIRECTOR

**DEPARTMENT:** ADMINISTRATION

**REPORTS TO:** DIRECTOR OF CORPORATE ADMINISTRATION

**RESPONSIBILITIES:** The Recreation Director is responsible for the organization and implementation of Village supported recreational activities in our community. The Recreation Director plays a key role in the planning, organization and implementation of community events. The Recreation Director will be actively involved in community liaison, event planning, program support, coordination and provision. The liaison aspect of this role is very important and includes relationship building with groups or organizations, both in and outside of our community, for the purpose of recreation.

This is a contract position. The term of contract runs from April 1 to September 30 of each year; based on 40 hours per week, with a maximum of 1040 hours for the term of the contract. This 6-month term provides time in the spring for planning and organization of summer events and programming. Time in September provides the opportunity to wrap up summer activities and complete documentation. May to early September is typically the most demanding time for the Recreation Director. A flexible schedule is required to address work load and program schedules during these demanding summer months.

**DUTIES:** Design or coordinate and implement recreation programs for residents of all ages.

- Summer Program
- Drop in activities
- SD 91 non instructional day activities
- Community based recreation programs

As the lead or in a supporting role, participate in the coordination and/or implementation of community events and activities:

- Bicycle Rodeo
- Heart and Stroke Big Bike
- Mouse Mountain Days
- Cruisin Car Show
- Festival of the Arts

## Youth Soccer

Assist in the maintenance of the Village Facebook page.  
Assist the Administrative Clerk by providing recreation program information for addition to the Village website.  
Liaise with and/or organize meetings with community groups for recreation development.  
Coordinating the Field Users meeting during April/May.  
Provide assistance or non-monetary support as appropriate to community groups who are developing recreation plans. This may include providing advice or assistance with grant applications.  
Clerical and office support duties as required.

### QUALIFICATIONS/ ABILITIES:

Preference is provided to candidates with a background in Recreation.  
Demonstrated experience in recreation based programming.  
Strong organizational skills.  
Willingness to work within a flexible schedule.  
Self-motivated with an ability to work under minimal supervision.  
Strong communication skills, both written and oral.  
Ability to interact with the public in a pleasant and effective manner.  
Ability to organize, implement and evaluate recreation programs.  
Ability to work within specified budgets.  
Ability to assist with recreation related grant applications for both the municipality and community groups.  
Must complete and provide details of a criminal records check.  
Must have valid class 5 BC Drivers Licence.

This position is managed through a 6-month term contract, based on an average of 40 hour per week to a maximum of 1040 hours.