



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

POSITION TITLE: RECREATION DIRECTOR

DEPARTMENT: ADMINISTRATION

REPORTS TO: CHIEF ADMINISTRATIVE OFFICER

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 and organizations for the purpose of recreation.

This is a contract position. The term of contract runs from May to September 30, 2018; based on 40 hours per week, with a maximum of 1040 hours for the term of the contract. Typically, the recreation calendar in the spring; planning and organization for summer events and programming. Time in September provides the opportunity to wrap up summer activities and complete documentation. May to early September is typically a busy time for the Recreation Director. A flexible schedule is required to address work load and program schedules.

DUTIES: Coordinate and implement recreation programs for residents of all ages.
Summer Programs
Drop in activities
SD 91 non instructional day activities
Community based recreation programs

As the lead or in a supporting role, the Recreation Director participates 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

In addition, the Recreation Director will assist in the maintenance of the Village Facebook page; updating the community events calendar.

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.

Provide advice/act as a reference 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:**

Although not required, preference will be provided to candidates with certification in coaching and/or recreation programming.

Experience in recreation 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.

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.