



Recreation Facility Coordinator Recreation Services Department

Application Deadline: 4:00 pm Monday, February 11, 2019

The District of Mackenzie is seeking an energetic, organized, and customer service-oriented recreation professional for the full-time position of Recreation Facility Coordinator. This position will supervise, (hire, train and evaluate) Program Facilitators, Recreation Attendants and assist with hiring other Recreation Staff. The position will be instrumental in providing program opportunities to the community of Mackenzie. This position will play a key role in the development and implementation of policies and procedures for special events, children and youth programs and work with community groups on partnership opportunities with the District of Mackenzie in recreation pursuits.

Located in the scenic Northern Rocky Mountain Trench 185 km north of Prince George, Mackenzie offers superb four season outdoor recreation opportunities and an exceptional quality of life. Housing costs are among the most affordable in the Province. Residents are involved in community life with numerous service organizations, community clubs and groups, catering to a variety of interests. The Mackenzie Recreation Centre, with community hall, arena, swimming pool, fitness centre and library is viewed as the hub of the community. All these amenities with the safety afforded by small town living makes Mackenzie ideal for young working families.

We are looking for a detail-oriented, flexible and enthusiastic individual with experience and understanding of recreation facility and personnel management, financial operations and community relations. You must have strong supervisory skills and be able to work effectively with a diverse population. Taking initiative and ownership of a variety of responsibilities, exercising good judgment, and setting a positive example for the rest of the staff to follow is essential. You must be an effective communicator, computer savvy, able to juggle multiple tasks, be able to adapt to changing needs and priorities and work effectively independently and as part of the team. You will be joining an innovative and collaborative team committed to providing diverse cultural and recreational opportunities that promote the well-being of residents and visitors. This position will appeal to individuals who are available to work evenings and weekends and holidays. The successful applicant will be subject to a Police Information Check.

To qualify for this position, you will have a diploma or certificate in recreation or a related field (recreation/leisure studies, marketing, communications, health and human services, kinesiology, physical education) from an accredited college or university. Also required is one (1) year of full-time, or 2,000 hours of part-time, increasingly responsible experience in the recreation field. An equivalent combination of education and experience may also be considered.

The District of Mackenzie offers a competitive salary, a comprehensive benefits package, professional development opportunities and the opportunity to work with an outstanding team. If you feel you are qualified for this position you are invited to submit your resume with a cover letter indicating Recreation Facility Coordinator Competition.

Please provide details concerning work experience, education, qualifications and employment references to:

District of Mackenzie
Bag 340 – 1 Mackenzie Blvd., Mackenzie, BC, V0J 2C0
Attention: Diane Smith, Director of Corporate Services
Email: diane@districtofmackenzie.ca

The District thanks all interested applicants in advance, however only those short-listed will be contacted.