

District of Mackenzie
Director Of Recreation Services

Application Deadline: 4:00pm Monday Augst 10, 2026

"Gateway to northern Rocky Mountain adventure"

Showcasing the best in outdoor adventure, Mackenzie truly is a great place to live, work and play! Offering a host of year-round recreational activities including mountain biking, hiking, golfing, boating, fishing, hunting, camping and swimming, Mackenzie turns into a majestic winter wonderland ideal for ice fishing, snowmobiling, downhill skiing, snowshoeing or cross-country skiing. While located in a tranquil wilderness setting, this vibrant community is home to a variety of retail stores, restaurants and hotels. Mackenzie offers some of the most affordable housing in the province ensuring that you can enjoy a positive work life balance for you and your family.

The District of Mackenzie is currently inviting applications for the position of Director of Recreation Services. This is an exciting role for someone who is an energetic, organized professional, looking for a full-time position leading a team in Recreation Services. Reporting to the Chief Administrative Officer, the Director of Recreation Services will align and foster a positive team culture and position the department to meet operational guidelines and strategic goals.

Typical duties will include:

- Ensuring the Recreation Services Department complies with all applicable federal, provincial, local by-laws, codes and regulations governing the operation and maintenance of recreation facilities and related infrastructure.
- Developing and implementing departmental strategic plans, projects and initiatives.
- Providing leadership, coaching, performance management, and employee support in coordination with Human Resources and the Recreation Facilities Manager.
- Communicating clearly to department managers all Council policies, service level mandates and expectations, community service needs and priorities.
- Ensuring the Recreation Services Department follows Occupational Health and Safety practices and procedures as required by WorkSafe BC and Technical Safety BC.
- Interpreting and executing the most current Collective Agreement with the CUPE union.
- Preparing, negotiating terms and administering various contracts and agreements (School Joint Use Agreement, Concession Leases, User Group Agreements and Service Contracts.)
- Managing and planning the Recreation Services Department's operational and capital budget preparation and process. Approves expenditures within defined limits, monitors expenses and recommends budget revisions within the provisions of applicable policies.
- Working with outside professional consultants, (architects, engineers etc.) and contractors in the planning, implementation and management of capital projects.

- Reviewing and evaluating designs, technical reports, request for proposals, tenders, and contract specifications for projects.
- Developing short and long-range asset management planning.
- Establishing and maintaining a recreation maintenance and asset management database, by working collaboratively with various key staff and departments, to develop an understanding of the current state of assets and buildings.
- Performing duties required for the District of Mackenzie Emergency Operations Committee.

Qualified candidate will possess:

- Degree or diploma in Recreation or a related field from an accredited college or university or an equivalent combination of education and experience.
- A minimum five (5) years of supervisory experience in a Unionized environment, including experience working with community sport and event planning organizations.
- Ability to manage sensitive issues and make sound decisions in politically and publicly visible environments.
- Skills in problem solving, community engagement, business writing, communication and/or public speaking.
- Experience in fiscal accountability, project management, contract administration, and procurement processes, including tenders and RFPs.
- Experience with Health & Safety programs and committees.
- Previous experience working within a municipal environment is preferred.
- A valid BC Driver's License with a satisfactory Drivers Abstract.

The District of Mackenzie offers a competitive and attractive compensation package with a salary range of \$109,594 to \$128,934 plus comprehensive health and wellness benefits. In addition, the successful candidate will benefit from continuing education opportunities. This position requires participation in a rotational on-call system.

If you are a self-directed professional who works well in a fast-paced environment and would like to join this dynamic and dedicated team, we look forward to hearing from you! Please submit your resume and cover letter detailing your experience and qualifications by August 10, 2026, at 4:00pm to:

District of Mackenzie
 Attn: Corrine Higgins, Human Resources Coordinator
 Email: chiggins@districtofmackenzie.ca

We value a talented and innovative workforce that represents our vibrant community spirit and are committed to creating a diverse, inclusive, and accessible work environment. We thank all applicants in advance for your interest in joining us at the District of Mackenzie, however only those short-listed will be contacted.

The District of Mackenzie requires the successful candidate to complete a criminal record check.