



Vancouver
Aboriginal
Friendship Centre

Internal/External Job Posting

Youth Recreation Supervisor – Job Description

Vancouver Aboriginal Friendship Centre Society's mission statement is to provide programs and services that will contribute to the culture, educational, social, economic and recreational development of Aboriginal People; and to support the objectives of Aboriginal self-determination.

Job Posting: Youth Recreation Supervisor

Primary Responsibilities:

- The Recreation Supervisor will be responsible for the management and supervision of the offices, programs and services of the VAFCS Recreation Department, and will work with partners to ensure that the sport, recreation, leisure and cultural needs and interests of VAFCS residents / employees are met. The Recreation Supervisor will work to increase community / employee participation, as well as visibility within the community / organization by raising awareness of programs and activities offered.
- Successful experience with grant-writing for non-profit organizations.
- Assist with planning and developing sports and recreation programs in order to ensure that activities and events are made available for all community members in accordance with policies and procedures of VAFCS board of directors.
- Provide monthly recreation reports for Executive Director and Board of Directors.
- Daily operation of the recreation offices (reports, filing, correspondence, banking, supplies, computer maintenance, etc.).
- Supervises, directs, coordinates and evaluates recreation personnel in a respectful, supportive, harassment free work environment.
- Holds quarterly recreation personnel team meetings to promote and enhance communication, expectations, and departmental updates.
- Ensures that all federal, provincial and municipal laws, policies and procedures related to parks and recreational services are adhered to.
- Establishes and maintains Risk Management Plans for the Recreation Department, facilities, parks, programs and events.
- Maintains ongoing communication with public and partners (phone/email/fax).
- Manages revenues and expenses in accordance with budget and board policies.
- Solicits donations and conduct fundraising opportunities as required.

- Budgets for programs and events (i.e. registration fee, supplies, instructor fee, promotion, facility rental, etc.).
- Plans seasonal recreation program/event schedules that meet the needs and interests of the demographics.
- Coordinates program/event logistics (i.e. booking facilities, instructor coordination, scheduling, etc.).
- Recruits, trains, supervises and evaluates volunteers and program leaders as needed in accordance with VAFCS Volunteer policy.
- Promotes the Recreation Department and its programs/services through various means of written and oral communication (seasonal recreation schedule, update VAFCS Recreation programming).
- Hours of work may require overtime

Qualifications:

- Degree or Diploma (or other related disciplines combined with experience) from a recognized university or college in Recreation Administration / Management or a related field
- Minimum of three to five years' experience in Municipal or Regional Recreation Administration, human resources management, facility operation and public relations
- Current CPR and Basic First Aid qualifications, (WHMIS training certification preferred)
- Valid Driver's License, Class 4 (considered an asset)
- Criminal Records Check will be required
- Food Safe certificate preferred
- Arena Management and Playground Safety certification and/or education preferred
- Proven planning, managing, organizational and implementation skills
- Proven leadership, team and personnel development and relationship building skills
- Sound knowledge of the policies, procedures, principles and practices involved in the municipal administration of community services
- May be required to respond to emergency situations.
- Physical ability to participate in recreational activities may be required.

Job Details:

- Schedule: full-time, hours vary, Monday to Friday
- Expected Start Date: September 4, 2018
- Salary will be determined upon candidate experience
- Require Criminal Records Check (if contacted for short list)

Successfully completing a Criminal Records Check Vulnerable Sector Search, as per Vancouver Aboriginal Friendship Centre Society Policy.

Required for complete application: 1. Cover Letter 2. Resume 3. Two Reference Letters (most recent)

Deadline: August 22, 2018 at 12:00 NOON send to: programdirector1@vafcs.org

Or deliver to: 1607 East Hastings Street Vancouver BC V5L 1S7 or fax: 604-251-1986

Preference will be given to qualified Aboriginal candidates in accordance with Section 41 of the BC Human Rights Code. This position also requires BCGEU membership and applicable dues.

Only candidates who are shortlisted will be contacted for interview. Thank you for your interest in the Vancouver Aboriginal Friendship Centre Society.