



POSITION TITLE: Recreation Facility Coordinator

REPORTS TO: Chief Administrative Officer

The Recreation Facility Coordinator is responsible for the management of the recreation facilities within the boundaries of the Rural Municipality of De Salaberry (RM). Duties include, and are not limited to, facility operation, maintenance, administration, programming and promotion of all the RM recreation facilities and activities. The primary focus will be the St. Malo Arena.

POSITION RESPONSIBILITIES:

Facility Maintenance

- Responsible for the safe, secure, and clean operations of all facilities for users.
- Maintain accurate inspection and service logs of equipment and facilities.
- Operate and perform maintenance on equipment including grounds keeping, ice-making plant, ice resurfacer and vehicles.
- Maintain ongoing communication regarding facility condition, deficiencies, and operation.
- Perform building maintenance including painting, plumbing, carpentry, cleaning duties and other projects.
- Orders and maintains arena inventory of products and supplies.
- Maintain related work and activity records such as progress reports, maintenance, and safety logs
- Perform a variety of seasonal tasks such as maintenance of grounds.
- Coordinate with contractors and service providers as required.
- May work as an Arena Operator during arena season and is responsible for ice making, operation and maintenance of overall facility and equipment.
- Operate and monitor refrigeration plant following all related legislation and safety procedures.
- Educate facility users on regulatory requirements (i.e. best practices).

Administration

- Encourage maximum use of existing facilities.
- Develop a high standard of local recreation leadership to provide high quality programs and services.
- Prepare annual plan and activity report based on the plan
- Encourage and promote volunteerism as an integral part of the community and municipality.
- Maintain ongoing communication to ensure smooth operation of facilities including issues relating to user groups and schedules to ensure a quality experience.
- Work with other organizations to offer joint recreational programming and avoid duplication of services.
- Maintain cooperative planning and working relationships with community organizations as well as with regional, provincial, and national organizations concerned with recreation.
- Facilitate the exchange and promotion of information between community groups and regional, provincial, and federal organizations.
- Provide regular reports regarding programs, facilities, and projects.
- Work on special projects as required.



Financial

- Provide input regarding the operating and capital budget of the facilities.
- Prepare grant applications, marketing tools, program plans, and other records to expand the use of the recreation facilities.
- Ensure all accounts are collected and paid in a timely manner.

Experience

- Demonstrated experience in facility operation, administration, management, and delivery.
- The ability to work in a team environment, remaining attentive to ideas, recognizing responsibilities, and actively participating with others to accomplish assignments and achieve desired goals.
- Ability to lift heavy objects, walk or stand for long periods of time and to perform strenuous physical labour.
- Ability to make and maintain Arena ice.
- Ability to supervise full-time, part-time, and seasonal workers.
- Effective communication skills including written, verbal and listening.
- Superior public relations, organizational, and time management skills.
- Ability to manage a wide range of responsibilities.
- Ability to work efficiently with multiple user groups.
- Ability to effectively manage employees and volunteers.
- Proficient in using a computer and Microsoft applications.
- Carpentry skills.

Education and Qualifications

- Post-Secondary education in a related field an asset.
- Arena Operator Course Level I & II.(preferred)
- Must possess a valid Class 5 Manitoba driver's licence.
- Refrigeration Class Power Engineer Licence or Class B Refrigeration Operators (preferred)
- Ability to work independently and to complete necessary tasks.
- Knowledge of first aid and workplace safety.
- Criminal Check and Child Abuse Registry Check must be completed prior to employment.
- Bilingual in French and English is an asset.

Working Conditions

- Ability to work evenings and weekends including some holidays if needed.
- Environment - Moving machinery, exposure to marked changes in temperature and humidity.