

Position:	Recreation and Community Development Manager	Date of Posting:	June 12, 2025
Department:	Recreation & Community Services	Closing Date:	July 11, 2025
Job Type:	Management	Employment Type:	Exempt
Pay Rate	Salary Range (\$88,150.00-\$104,502.00)	Expected Start:	Mid August 2025

The City of Prince Rupert respectfully acknowledges that we live and work on the traditional and unceded territories of the Ts'msyen and Sm'algyax-speaking peoples. We offer gratitude to the people who have lived on these lands since time immemorial.

As an equitable and inclusive employer, we value diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences.

Position Summary

Reporting to the Director of Recreation and Community Services, the Recreation and Community Development Manager ("Manager") is responsible for leading and managing the recreation leadership team to ensure the development and capacity building of community partnerships and department initiatives, in addition to the delivery of exceptional customer experiences. This role involves strategic planning, grant writing, supporting capital projects and the implementation of policies and procedures to support the department's mission and culture. The Manager will provide guidance and support facility operations, participate in the on-call rotation, manage budgets, provide leadership, and ensure compliance with health and safety regulations. The Manager will also support and facilitate staff training in consultation with the Director.

The Recreation and Community Services Department Strategic Priorities are:

- Develop – Capacity, leadership, partnership, programming and services
- Influence & Inspire – Advance and promote health and physical literacy in our community
- Govern – Develop plans, policies and procedures that supports physical literacy, sport, arts/culture and recreation
- Build – Replace and renew indoor and outdoor recreation infrastructure
- Champion – To be a catalyst for positive change through an equity lens

Join us today! Be a part of a recreation department that promotes healthy lifestyles and advances quality of life for our residents. We are looking for team members with a growth mindset, willing to take on new opportunities and bring ideas for future advancement.

What You'll Do: Core Responsibilities

- **Leadership, Management & Human Resources:** Strong ability to lead, mentor, and develop a diverse team. Management of staff to ensure department accountability with a community development results oriented mindset. In conjunction with Human Resources and the Director, forecast, hire, retain, and support a diverse and engaged team.
- **Analytical and Evidence Based Outlook:** Strong analytical skills and knowledge of provincial and national research trends and best practices to evaluate and explore new department operations and initiatives and identify areas for improvement.

- **Community Development and Partnerships:** To be the liaison, catalyst and connector for collaboration and partnership exploration between the Recreation and Community Services department and the community. To support engagement and relationship building with Indigenous and other Equity Deserving Groups. To support and develop department accessibility and inclusion.
- **Change Navigation & Strategic Planning:** Skilled in change navigation and implementing strategies that align with the department plan, mission and culture. Demonstrated adaptability, maturity and sound judgment. Participate in strategic planning and the execution of the Recreation and Wellness Plan recommendations, and, other relevant City plans.
- **Problem-Solving:** To think critically and strategically by seeing the broad implications of opportunities, issues and potential problems.
- **Budget Management:** Proficient in managing budgets and resource allocation.
- **Customer Service & Communication:** Excellent internal and external customer service skills with a focus on resolving issues promptly and effectively. Exceptional interpersonal, communication skills (oral and written) and presentation skills
- **Innovation:** Ability to create innovative department and community initiatives that benefit the community.
- **Safety:** Lead, develop and coordinate the department's Occupational Health and Safety Committee. Ensure the health and safety of workers, including any other worker present at the workplace, ensuring workers are provided with the information, instruction, training, and supervision necessary to perform their work safely.

Education and Experience

- Bachelor's degree in Recreation, Sports Administration, Community Development or related.
- Minimum of 8 years' of current and relevant experience in recreation, sport, culture, community development or a related field. Experience managing a team in a unionized or municipal government setting is preferred.
- Minimum 2 years' experience of progressively responsible management roles.
- Experience working with Indigenous Peoples and other Equity Deserving Groups.
- Thorough understanding of national physical activity, sport, culture and physical literacy frameworks, provincial and national funding models, and partnership engagement designs.

Certifications & Clearance Requirements

- Police Information Check, including vulnerable sector
- First Aid, CPR and AED Training
- Valid Class 5 BC Driver's license, or equivalent out of province license

Asset Certifications and Experience

- Willingness to participate for certifications in sector specific professional development workshops, webinars and training
- WHIMIS
- Recreation Facilities Association of BC
 - Refrigeration Safety Awareness Training (Prince Rupert Training Date July 24, 2025 - <https://rfabc.com/training/arena-refrigeration-courses/>)
 - Pool Operations - <https://rfabc.com/training/pool-operator-courses/>

Fitness Requirements

- Perform tasks and manage energy levels effectively throughout the workday
- Lift/carry up to 25 pounds, to walk/roll and stand/sit for extended periods
- Ability to respond quickly to emergencies and urgent situations

- Ability to use standard office equipment, including computers, phones, photocopiers, and fax machines. In extenuating circumstances, may handle or operate various accessibility equipment, tools or other equipment related to recreational activities and facility maintenance.

Other Information that you Should Know

- If you are not a local applicant, you must be prepared to relocate to Prince Rupert, BC. Potential ability to initially work remotely with a 4 to 6 week relocation plan to community.
- You will be required to provide a current clear Police Information Check with Vulnerable Sector
- You must be legally entitled to work in Canada
- Even if you do not think you meet all of the criteria, we encourage all interested applicants to apply

What to Send our Way

- A cover letter that explains your interest in working with us
- Your resume highlighting your experience, and skills
- Copies of any certifications

Please submit your cover letter, resume and certifications (in PDF format) to:

Nicole Beauregard, Director of Recreation & Community Services

Email to: hrrec@princerupert.ca

Subject Line: Application - Recreation and Community Development Manager

Mail or drop documents off at:

City Hall

Attn: Nicole Beauregard

434 3rd Ave West

Prince Rupert, BC, V8J 1L7

Earl Mah Aquatic & Fitness Centre, or Jim Ciccone Civic Centre and Arena

Attn: Nicole Beauregard

1000 McBride Street

Prince Rupert, BC, V8J 3H2

If you require any accessibility supports or any accommodations during the recruitment process, please contact us at hrrec@princerupert.ca for confidential support.

We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.