



Snuneymuxw

First Nation

www.snuneymuxw.ca

JOB POSTING

Recreation Manager

Job type: Full-time, Permanent

Wage: \$35 per hour

JOB SUMMARY

Reporting to the Crisis Support Manager, the Recreation Manager develops and performs recreational program work involving the budgeting, planning, promotion, and implementation of suitable programs in sport, outdoor, social, arts and cultural areas. The Recreation Manager builds and maintains partnerships with other organizations and leads the organization of internal and external events and services at the Multi-Use Building (MUB). The Recreation Manager supervises volunteers and employees engaged in the delivery of recreational services for people of all ages, needs and abilities, including the Youth Program. Furthermore, the Recreation Manager is responsible for the communication to encourage community involvement in leisure activities and events.

DUTIES & RESPONSIBILITIES

As the Recreation Manager, you will be responsible for the following duties:

- Develops, implements, and evaluates recreation programs based of the leisure needs and interests in the community.
- Supervises and directs volunteers, staff and contractors involved in the provision of recreation services ensures policies and procedures are adhered to
- Plans, schedules, and monitors work of staff; provides performance feedback, identifies and recommends training and participates in staff recruitment.
- Liaises with other departments and external organizations in providing specialized programs, workshops, and special events.
- Coordinates the rental of the MUB facilities to internal and external interested parties.
- Leads the budget planning and invoicing for the MUB facility usage.
- Prepares and submits program information reports, evaluations, statistical information; keeps managers aware of non-routine, urgent or potential problems that may require
- intervention.
- Ensures the gym equipment is well-maintained and cleaned in accordance to industry standards.
- Performs other duties as assigned.



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MINIMUM TRAINING AND EXPERIENCE REQUIRED

- A college diploma or undergraduate degree in a wellness and/or recreation field or equivalent experience or combination is required.
- Minimum 2 years' recreation programming experience in a variety of recreation delivery areas, including a minimum of 1-year supervisory experience.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the philosophies, objectives, and practices of community recreation programs.
- Knowledge of the social, cultural, and recreational needs for people of all ages and abilities.
- Knowledge of sports, outdoor, social, art and cultural pursuits related to various program offerings.
- Ability to exercise independence of judgment and initiative and to adapt to changing priorities.
- Ability to communicate with courtesy and tact in order to obtain and/or distribute routine data or information to internal and external customers. This may involve the ability to probe for information and clarification.
- Ability to establish and maintain an effective working relationship with the public, internal and external agencies, and address varied audiences on topics related to programs and needs.
- Ability to gain community participation in programs and events.
- Adherence to a professional Code of Ethics.
- Knowledge of Microsoft 365 Suite applications such as Word, Excel, Publisher
- Ability to prepare concise reports and correspondence.
- Ability to supervise staff, prepare work plans and provide performance feedback.
- Excellent presentation, written and active listening skills.
- Strong interpersonal skills: ability to establish and maintain effective and efficient working relationships with staff, community members, visitors, and other stakeholders.
- Ability to work as a team member as well as to be self-directed in carrying out daily duties.
- Knowledge of Coast Salish culture protocols/traditional practices is desirable.

WILLINGNESS STATEMENTS

- You are required to provide proof of your certificates and professional designations.
- You will be subject to a satisfactory reference check and *vulnerable sector* criminal record check.
- You must maintain strict confidentiality in performing the duties of this position.
- The incumbent must adhere to Snuneymuxw First Nation's policies and procedures.
- The incumbent may be required to work outside of work hours if an emergency occurs.



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Please submit your current resume and cover letter to:

hr@snuneymuxw.ca

Application Deadline: May 23, 2025 at 11:59PM PST

Snuneymuxw Standards

Our values will guide us towards becoming a stronger, more effective organization with a positive and mutually beneficial work environment for everyone.

Achievement	Deliver what matters Ensure clarity of direction and unity of purpose Inspire excellence and strive for outstanding results
Collaboration	Work together to build successful teams and partnerships Be open, inclusive and share knowledge See, provide, and act on feedback
Community Commitment	Know our community and put them first Listen to and understand community needs Be responsive, close the loop and deliver on promises
Integrity	Own your actions, successes, and mistakes Act with transparency, honesty, and respect Do what you say you will do
Innovation	Look for ways to improve and create positive change Think broadly and take a wider viewpoint Be responsive to new ideas and opportunities