

JOB POSTING

POSITION:	Recreation Administration Coordinator – Full-Time, Permanent
DEPARTMENT:	Community Services / Recreation
WORK LOCATION:	Ucluelet Community Centre (On-Site)
RATE OF PAY:	\$35.82 per hour, 40 hours per week (Plus benefits)
HOURS OF WORK:	Tuesday – Saturday, 8:45 AM to 5:15 PM
POSTING DATE:	February 10, 2025
CLOSING DATE:	February 24, 2025
POSITION START DATE:	Immediately

Job Summary:

Reporting to the Director of Community Services, the Recreation Administration Coordinator supports community services by coordinating community projects, facility bookings, recreational services and special events for the District of Ucluelet. This position works collaboratively with the Director of Community Services, Recreation Programmer and Recreation Assistant, to ensure all aspects of recreation and special events are organized and carried out effectively.

Principal Responsibilities:

- Performs a variety of administrative and liaison tasks that support administration, recreation programs, projects, special events, staff initiatives and operational needs.
- Coordinates the allocation of recreational facility rooms and bookings for internal and external users.
- Coordinates, schedules and attends meetings as directed by the Director of Community Services.
- Responsible for booking and coordination of outdoor facilities and parks.
- Responsible for coordinating maintenance, repairs and custodial services for recreation facilities.
- Responds to inquiries and requests for assistance from user groups, staff, and the public.
- Covers the Front Desk, and Recreation Assistant duties as required.
- Responsible for preparing and tracking invoices or receipts for rentals, program payments and other payments as related to the Recreation Department.
- Liaise and support the Director of Community Services in the administration of projects, grant applications, recreational facilities systems, and leases.
- In collaboration with the Director of Community Services, this role assists with the preparation of various reports and tracking systems, programming levels, statistics, asset management, policies and budgetary practices, as requested.
- Loads program information/ produces system reports from Recreation software.
- Conducts research as it relates to community services and provides information as directed.
- Supports the set-up of facilities for bookings and programs.
- Assists with the set-up for special events.
- Assists the Recreation team with the creation and publishing of program/ event posters as required.
- Provides support and assistance to the Recreation & Community Services department as needed.
- Performs related duties as required.

Required Knowledge, Skills, and Abilities:

- Knowledge of general office practices, methods and procedures.

- Excellent customer service skills and ability to deal with the public in a courteous and tactful manner.
- Excellent time management skills.
- Strong interpersonal skills and proven ability to establish partnerships and maintain effective working relationship with community members, clients, agencies and department personnel and city officials.
- Proficient with MS Office software, including Excel.
- Proficient in the use of recreation or facility booking software programs.
- Experience using digital publishing programs is preferred.
- Capable of coordinate several projects with varying degrees of complexity with ease.
- Proficient with organizing and prioritizing projects and tasks.
- Ability to accept direction and feedback positively.
- Demonstrated ability to multi-task and complete work with a high degree of accuracy.
- Ability to effectively and positively work within a team-oriented environment.
- Competent to work independently with minimal supervision.
- Ability to exercise good judgement in day-to-day operations.

Education, Work Experience, Required Qualifications:

- Post Secondary diploma/ degree in a related field.
- Minimum two years' experience in recreation, special events, project management, facilities coordination or administration related roles.
- An equivalent combination of education and experience may be considered.
- Must be physically able to carry out the set-up requirements of the role.
- Valid Occupational First Aid Level 1 is preferred.
- A valid Class 5 B.C Driver's License.
- The successful applicant will be required to provide criminal record clearance as a condition of employment.

Working Conditions:

- Sitting for longer periods of time.
- Minimal travel between recreational facilities within the District of Ucluelet.
- Evening and weekend attendance for special events as required.
- Special events/ programs are indoors and outdoors.
- Lifting/ bending/ pushing/ carrying items for program and special event set up.

How To Apply:

Applicants meeting the above qualifications may apply by sending a cover letter & resume in one (1) PDF document, including three (3) relevant references.

To: Samantha McCullough, Manager of Human Resources & Communications
Email: careers@ucluelet.ca
Reference: Recreation Administration Coordinator Application
Office: 200 Main Street, Ucluelet BC
Mail: District of Ucluelet, Box 999, Ucluelet, BC V0R 3A0

Only applications received before the position close date will be considered. The District of Ucluelet wishes to express our appreciation to all applicants for their interest and effort in applying for the position and advise that only those selected for an interview will be contacted. Thank you.