

ESQUIMALT POSITION DESCRIPTION

Pos. No: 805

EFFECTIVE DATE : SEPT 2017

Amended: October 25, 2024

Approved by: Jeff Byron, Manager of Recreation

Position Title:	Events & Arena Programs Supervisor
Department/Division/Section:	Parks and Recreation/Recreation/Community Recreation

POSITION FUNCTION

Provides services to Esquimalt through the supervision and organization of events and arena programs.

KEY DUTIES

Plan, implement, and evaluate arena programs and events, focusing on asset development, relationship-building, and community enrichment.

Create a welcoming facility and environment for patrons by providing a variety of activities, services and programs in the community, arena, or other locations.

Provide information for Active Living Guide and other promotional materials.

Lead programs, special events, and related program and community activities.

Train, supervise, schedule, motivate, and review the work of staff, volunteers, and practicum students involved in programs and services under department guidelines, policies and procedures, and other relevant regulations.

Ensure staff and volunteers obtain required training such as Child Protection and Risk Management.

Hire auxiliary employees.

Complete administrative tasks as required for the management of events and arena programs including payroll, purchasing equipment, processing receipts, and handling petty cash funds.

Makes recommendations on operating and capital budgets for the arena and event programs.

Work in conjunction with other Parks and Recreation staff building partnerships with the community, schools, police, community organizations, services agencies, and other groups.

Research and facilitate program and financial partnerships and opportunities.

Maintain positive working relationships within the department and the greater community.

Provide excellent customer service to program users and Esquimalt residents.

Perform related duties where qualified.

INDEPENDENCE

Work is generated by approved program, budget, and work plan plus service requests from customers.

Policy changes, major expenditures, special out trips, and staffing issues are referred to supervisor with recommendations.

WORKING CONDITIONS

Physical Effort:

Physical activities (frequent).

Set up of equipment for programs (frequent).

Light maintenance duties (frequent).

Mental Effort:

Deal with multiple requests for attention (often).

Moderate periods of intense concentration (frequent).

Meet multiple deadlines (often).

Visual/Auditory Effort:

Normal.

Work Environment:

Very loud working environment.

Exposure to germs (occasionally).

KNOWLEDGE, KEY SKILLS, AND ABILITIES

Promote, incorporate and role model the Township's core values into all program activities:

The Township's commitment to service excellence is founded in our core values of accountability, integrity, and respect. We are driven by a passionate dedication to work with conviction and enthusiasm. We embrace equity, diversity, and inclusiveness, recognizing and valuing the importance of everyone's unique contributions.

Knowledge of recreation program options delivery and best practices.

Knowledge of recreation programming principles.

Excellent ability to communicate with public and staff in a courteous, professional, and tactful manner.

Excellent ability to positively resolve conflict with patrons and staff.

Understands and incorporates Developmental Asset Building into programs.

Excellent Community Development skills including the ability to create and develop partnerships.

Excellent verbal and written skills to write concisely and accurately.

Ability to effectively supervise, organize, schedule, orient, train, mentor, and motivate staff and volunteers.

Strong planning, prioritization, and organizing skills.

Demonstrated ability to lead in all aspects of the programs.

Able to deal positively with stress and multi-tasking in a changing work environment.

Able to maintain clear, accurate records, write reports, and oversee a budget.

Excellent and positive customer service skills.

Basic keyboarding skills and ability to operate computer and software.

QUALIFICATIONS

Formal Education, Training, and Occupational/Professional Certification:

Diploma in Recreation, Event Management, Child and Youth Care, or equivalent education.
Current standard first aid certification and current CPR C certification.
Current, clean criminal record check.

Experience:

1 year of related experience or an equivalent combination of education and experience.

OTHER

Length of time to become familiar with job duties and responsibilities: 6 months.

May be requested to substitute in a more senior position.