



OPPORTUNITY
PROFILE

MANAGER OF RECREATION SERVICES

www.portalberni.ca



THE ORGANIZATION: CITY OF PORT ALBERNI

At the heart of the west coast, where the forest meets the sea, is the vibrant waterfront community of Port Alberni. Surrounded by glacial peaks and nestled along a 48-kilometre saltwater inlet that opens to the Pacific Ocean, Port Alberni offers residents the best of West Coast living in a setting that is both breathtaking and accessible.

Home to nearly 20,000 people, Port Alberni is located within the traditional unceded territories of the Tseshaht and Hupačasath First Nations. These relationships are foundational to the City's identity, and reconciliation remains a central part of our planning and decision-making.

Port Alberni combines small-town warmth with big-city amenities. We are proud to offer a deep sea port, a modern hospital, a state-of-the-art high school, and more recreational facilities than many larger centres. From skating rinks and scenic trails to soccer fields and bike parks, our community is built for active, healthy lifestyles across all generations.

Our waterfront is a hub of activity and a source of pride. The Harbour Quay, waterfront pathways, and working marinas offer space to gather, explore, and celebrate. Local shops, cafes, and weekly markets add charm and character, creating a strong sense of community connection.

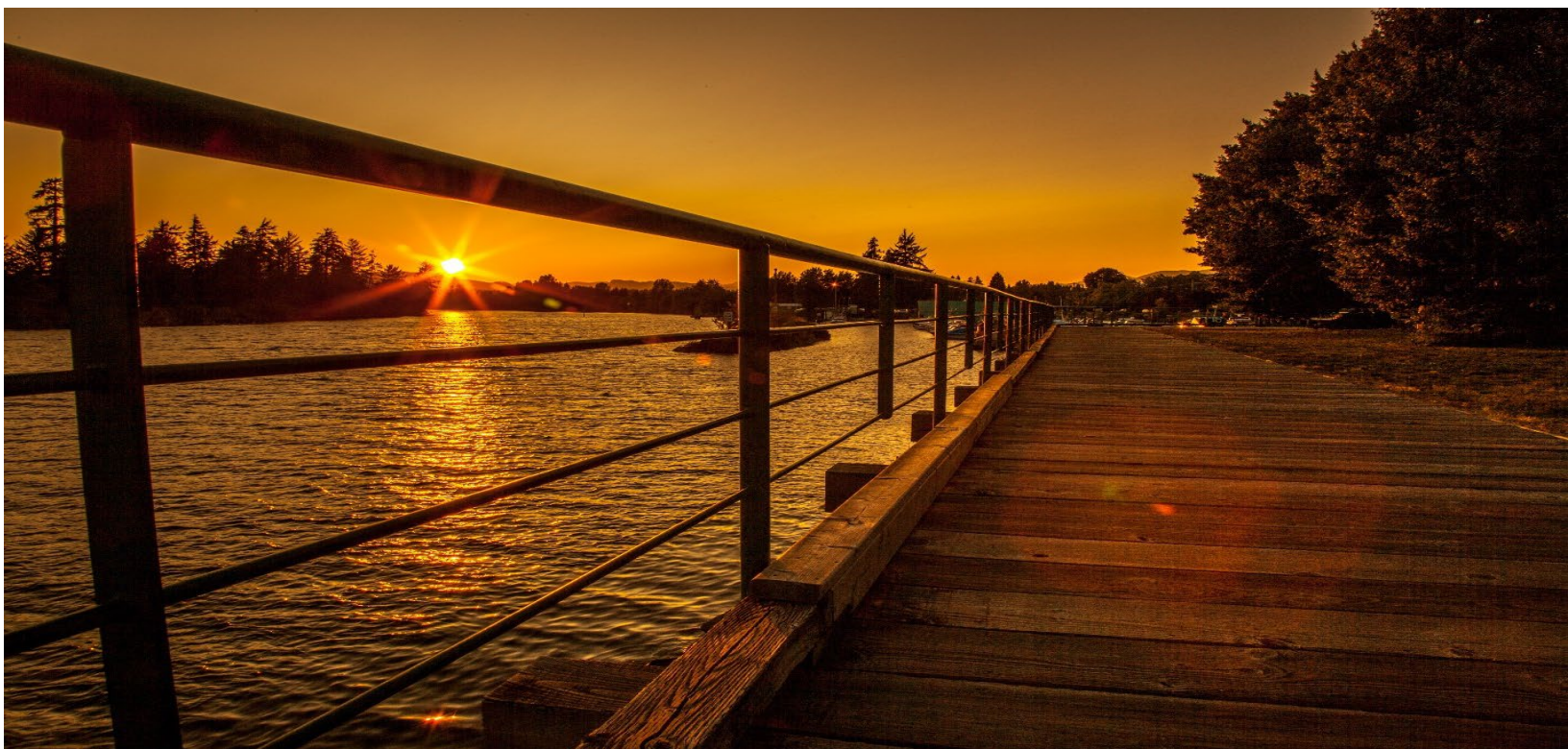
As we continue to grow, Port Alberni is embracing new economic opportunities while honouring its roots. Forestry and related manufacturing remain key industries, but we are diversifying—welcoming innovation in tourism, marine and aerospace sectors, the arts, clean technologies, and value-added food processing. Our position as a leader in the fish and seafood industry, strengthened by partnerships with First Nations and rural communities, supports a sustainable, forward-looking economy.

Port Alberni offers affordability, opportunity, and quality of life. Here, nature is at your doorstep, and community is just around the corner. Whether you're drawn by the ocean, the mountains, or the promise of a close-knit and growing city, Port Alberni is ready for you.



THE OPPORTUNITY: MANAGER OF RECREATION SERVICES

The City is seeking a new Manager of Recreation Services to join its Parks, Recreation and Culture team. Reporting to the Director, Parks, Recreation and Culture, this position will lead the City's recreation, culture and aquatic teams to ensure the delivery of high-quality programs and services. We are looking for an experienced leader who has a strong background in recreation and is a results-oriented team player.



ILLUSTRATIVE EXAMPLES OF WORK:

- Plans, organizes, coordinates and directs operations and programs of parks and recreation sectors, in accordance with sound practices and objectives, and applicable policies and requirements
- Plans, assigns and supervises directly, and with support staff, the work of department employees.
- Assists in preparing operating and capital budgets and authorizes, controls and monitors revenues and expenditures for the department.
- Establishes, promotes and maintains effective public relations, contact and liaison with external parks, recreation and culture authorities and organizations as well as the public and other City departments.
- Assesses the effectiveness of department programs and operations, and evaluates the needs and interests of the community, developing and recommending plans and programs to accommodate same.
- Coordinates and supervises internal and external operations and plans, and conducts professional development and in-service training courses for staff, as required.
- Attends Council, committee and other meetings; presents reports on departmental activities and projects
- Ensures that safe work practices are followed by employees, through the practice of due diligence and an understanding of WorkSafeBC regulations, as well as related statutory and regulatory requirements.
- Actively participates in all aspects of OH&S programs including regular inspections, safety meetings, investigations and safety events.
- Assists in hiring, disciplinary matters, layoffs and terminations, as well as in processing employee grievances, arbitration hearings and related labour relations matters.
- May fill in for other department managers or the Director, as needed.





THE CANDIDATE:

The Manager of Recreation Services is an experienced and skilled leader who has a proven track record of delivering results and is interested in being part of a dynamic team. The ideal candidate will have an inclusive and collaborative leadership style, and a strong background in all aspects of recreation.

KNOWLEDGE, SKILLS & ABILITIES:

- Thorough knowledge of principles, practices, methods and procedures used in administering public parks and recreation operations, programs and services.
- Thorough knowledge of rules, policies, regulations and objectives governing parks and recreation operations.
- Ability to plan, coordinate and supervise, directly and through delegation, the work of department staff.
- Ability to manage all operations and related facilities with minimal supervision and provide a high degree of effective leadership in planning and supervising directly and indirectly the work of a staff team.
- Ability to prepare capital and operating budgets, and administrative reports related to department operations, programs and services.
- Considerable knowledge of the occupational hazards applicable to department operations and of effective safety control methods.
- Ability to establish and maintain effective working relationships with a wide variety of groups, including City staff, elected and business officials, union representatives, and the general public.
- Ability to communicate effectively, facilitate groups, and promote public involvement in department initiatives.

PREFERRED QUALIFICATIONS, TRAINING & EXPERIENCE:

- Bachelor's degree in Recreation Management, Sport Administration or a related discipline, and a minimum of 5 years of related experience. A relevant combination of education and experience may be considered.

TO APPLY:

Qualified candidates may apply by forwarding a resume and cover letter to humanresources_resumes@portalberni.ca by 4:30 pm on August 11, 2025.

For additional information, including a full job description, please go to portalberni.ca/employment-opportunities.

The salary range for this position is \$108,221 - \$124,177, and includes a comprehensive benefit package. This position works a flex schedule.





Job Description - MANAGER OF RECREATION SERVICES

1. Nature and Scope of Work

This position performs professional recreational administrative work in the planning, organizing, coordinating and directing of public recreation operations, services and programs in accordance with applicable policies, objectives, procedures and requirements. The Manager of Recreation Services is responsible for administering activities throughout the City's parks and recreation facilities, playgrounds, parks, fields and other sport and leisure service areas. This position is responsible for exercising considerable independence of action, judgement and initiative within the limits of established objectives and policies. More complex problems and/or policy matters are discussed with the Director, who reviews work performance to ensure the provision of effective recreational services. The Manager may act for the Director, within defined limits, during absences.

2. Illustrative Examples of Work

- Plans, organizes, coordinates and directs operations and programs of parks and recreation sectors, in accordance with sound practices and objectives, and applicable policies and requirements.
- Plans, assigns and supervises directly, and with support staff, the work of department employees.
- Assists in preparing operating and capital budgets and authorizes, controls and monitors revenues and expenditures for the department.
- Conducts staff and other meetings as required, advises on recreational administration and program policies and procedures, and assists the Director in the preparation of reports and recommendations on recreation service matters and projects.
- Establishes, promotes and maintains effective public relations, contact and liaison with external parks, recreation and culture authorities and organizations as well as the public and other City departments.
- Assesses the effectiveness of department programs and operations, and evaluates the needs and interests of the community, developing and recommending plans and programs to accommodate same.
- Coordinates and supervises internal and external operations and plans, and conducts professional development and in-service training courses for staff, as required.
- Attends Council, committee and other meetings; presents reports on departmental activities and projects as required.

- Assists in hiring, disciplinary matters, layoffs and terminations, as well as in processing employee grievances, arbitration hearings and related labour relations matters.
- Ensures that safe work practices are followed by employees, through the practice of due diligence and an understanding of WorkSafeBC regulations, as well as related statutory and regulatory requirements. Actively participates in all aspects of OH&S programs including regular inspections, safety meetings, investigations and safety events.
- Acts for the Director of Parks, Recreation and Culture, within defined limits, during absences as required. Provides coverage for other department managers as required
- Develops and recommends policies and procedures.
- Performs related work as required.

3. **Required Knowledge, Abilities and Skills**

- Thorough knowledge of principles, practices, methods and procedures used in administering public parks and recreation operations, programs and services.
- Thorough knowledge of rules, policies, regulations and objectives governing parks and recreation operations.
- Thorough knowledge of parks and recreation service interests, needs and resources in the community.
- Ability to plan, coordinate and supervise, directly and through delegation, the work of department staff.
- Ability to establish and maintain effective working relationships with a wide variety of groups, including City staff, elected and business officials, union representatives, and the general public.
- Ability to manage all operations and related facilities with minimal supervision and provide a high degree of effective leadership in planning and supervising directly and indirectly the work of a staff team.
- Ability to initiate, develop and implement policies, plans and programs for parks and recreation sectors.
- Considerable knowledge of the occupational hazards applicable to department operations and of effective safety control methods.
- Ability to interpret and apply policies and regulations required in the administration of the department.
- Ability to prepare and control operating and capital budgets, prepare and maintain a variety of records, reports, correspondence and related material, and evaluate all programs, services and related personnel for effectiveness.
- Ability to communicate effectively, facilitate groups, and promote public interest in department initiatives.

4. **Required Training and Experience**

- Bachelor's degree in Recreation Management, Sport Administration or related area of study, with a minimum of 5 years of related experience. An equivalent combination of education and experience may be considered.
- The incumbent may be required to attain Refrigeration Safety Awareness certification.

5. **Required Licenses, Certificates and Registrations**

- Valid BC Class 5 Driver's License (unrestricted)
- Successful completion of a Police Information Check (including Vulnerable Sector)