



We are **hiring!**

General Manager

**Full Time • Thunderchild Wellness Centre
Thunderchild First Nations, Saskatchewan**

Why Recreation Excellence? Recreation Excellence is Serious about FUN! We strive to assist in the development of happy, healthy, responsible individuals and families. Our team takes pride in our core values, which include: helping to provide safe services in safe environments, helping individuals appreciate their innate worth, to care about others, and to experience the joy of learning. We have the freedom and flexibility to try new things, create new programs, and come up with innovative solutions and ideas. While providing opportunities for professional development and additional certifications, this energetic management team works hard to create a FUN, upbeat working environment! Recreation Excellence provides opportunities for advancement, learning and certifications, and even staff recruiting incentives!

The General Manager reports to the Owner of the company and is responsible and accountable for the administration, planning, budgeting, programming, and overall management of all recreation facilities, recreation programming and other recreation/leisure or arts/cultural facilities as directed, in accordance with company's policies & priorities, approved budgets and citizen expectations. The GM is responsible for planning and administering effective programming, operation, and maintenance of recreation facilities; the GM designs and implements the department's routine facilities and equipment maintenance schedules, preventative maintenance program and conducts on-going evaluations of their effectiveness and develops and maintains municipal green spaces and parks if required.

A senior manager and salaried position, the GM is expected to work a minimum of 40 hours per week (flexible work week) and overtime as required. The position is expected to exercise considerable initiative and is permitted considerable independent judgment and action in carrying out the duties of the position. The work is periodically discussed with, and reviewed by, the Owner of the Company for conformance to good practice, established policy, and attainment of objectives; departmental succession planning reports to the Owner of the Company are to be submitted on an annual basis with departmental budgets. The General Manager may delegate portions of his/her authority and responsibility to members of the department but may not delegate or relinquish overall responsibility and accountability for the performance of his/her responsibilities.

The following experience, education & certifications are an asset:

- 5+ years' experience as a recreation supervisor or manager
- Post-secondary degree or diploma in;
 - recreation leadership, or
 - park development, or
 - recreation facility maintenance,
 - engineering
- Certification, tickets or formal training in;
 - Ice facility operations
 - heating
 - plumbing
 - air Conditioning
 - HVAC
 - customer service training

- standard first aid and CPR-C with AED
 - WHMIS 2015
 - valid experienced class 5 valid driver's license (Saskatchewan)
- Experience with;
 - building services
 - computers;
 - word processing
 - database
 - spreadsheets
 - communication applications

Required Knowledge, Ability and Skills:

- Works effectively and maintains harmonious relationships with government agencies, cities, personnel, staff and elected officials;
- Ability to serve elected officials and the client public with tact, impartiality, while preserving confidentiality and sensitivity on issues and material dealt with on a regular basis;
- A thorough knowledge of the principles, practices and processes involved in recreation facilities;
- The ability to plan, assign and direct work of personnel engaged in a variety of diverse activities;
- Effective oral and written communications, presentation, negotiation, leadership, interpersonal and general management skills;
- Take on additional assignments & special projects as delegated by the Owner of the Company;
- Strives for excellence and has comprehensive knowledge of the dynamics required for a professional, political environment;
- Work often has urgency and formal deadlines, the GM must be able to be flexible and prioritize work to meet such deadlines;
- Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, organizational officials and the general public; maintains harmony among workers and resolves grievances; ability to conduct research and compile comprehensive reports;
- Good knowledge of safety precautions necessary for the protection of the staff & public in the use of recreation facilities;
- Excellent customer service delivery skills;
- Report writing;
- Good knowledge of the facilities and equipment required in a wide variety of aquatic activities, and of the mechanics of a swimming pool operation.
- Trained in CPR and Emergency Evacuation Procedures & WHMIS

Physical Demands and Work Environment of Position:

- The physical demands and work environment described here are representative of those that must be met by the General Manager to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Work is performed mostly in office settings. Some outdoor work is required in the inspection of various developments, parks and ball diamonds or other recreation facilities. Hand-eye coordination is necessary to operate computers and various pieces of office equipment;
- While performing the duties of this job, the GM is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The GM is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell;
- The GM must occasionally lift and/or move up to 25 pounds;
- Specific vision abilities required by this job include close vision, distance vision, colour vision, peripheral vision, depth perception, and the ability to adjust focus;
- While performing the duties of this job, the GM occasionally works in outside weather conditions. The GM occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet, cold and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration;
- The noise level in the environment is usually quiet to moderate; ear protection should be worn at all times in noisy areas.

Specific Duties and Responsibilities:

- Provides leadership and direction to all staff in respect to recruitment, selection, training, scheduling, development & motivation, discipline and termination to ensure optimum utilization of resources;
- Provides advice to the Owner of the Company by recommending courses of action, programs, policies, and services designed to meet the needs of the organization, community and region;
- Inform the Owner of the Company of issues and developments of an operational or political nature that relate to the recreational interests of the municipality and provide advice for resolving issues and developing positive relationships with the community, partners and other levels of government;

- responsible for the development, operation, use and maintenance of all public parks, green spaces and recreational facilities;
- responsible for the development and achievement of high customer satisfaction with the municipality's recreational facilities and parks and green spaces;
- attends meetings of and prepares reports for Owner of the Company and various committees of council as requested when relevant to recreation issues;
- develops long-range plans for community recreation needs and directs the development and implementation of policies, programs and initiatives, working in conjunction with community groups and advisory committees;
- responsible for developing the operational, capital, and staff training & development budgets for the recreation department including long range planning of capital and operational needs, and is responsible for overall financial management and reporting of said budgets;
- ensures that inquiries and complaints regarding department policies and activities are handled promptly, effectively, efficiently and with courtesy;
- manages recreation facilities in a manner, which balances the maximum benefit to the organization, community, and its residents.
- represents Your Better Life DBA Recreation Excellence in regards to grievances arising from employees.
- oversees the work of consultants and contractors providing services to the parks and recreation department and recreation facilities;
- oversees the preparation of brochures, bulletins, press releases, program schedules;
- oversees controls inventories, time sheets, requisitions, and maintains sufficient equipment and supplies;
- prepares quotations and tenders when required;
- responsible for all maintenance schedules and safe operation for recreation equipment;
- responsible for ensuring safe record keeping relating to all Recreation operations and maintenance, safety infractions & inspections, risk management reports, etc.;
- liaise with community groups & organizations and facility clients to discuss community programs and facility use;
- recruits and retains qualified personnel at all departmental levels and establishes and maintains a working environment conducive to positive morale, individual style, quality, creativity, and teamwork.
- responsible for keeping the War Board and other information boards up to date at all times;
- responsible for selling all open ice, dry floor, space and rooms not utilized;
- must complete as required by the company all duties and submit the annual timeline report on a monthly bases;
- in conjunction with the Owner the GM Represents Your Better Life DBA Recreation Excellence regards to insurance claims & liabilities.
- maintain dress code & attire provided by Recreation Excellence at all times
- maintain hygiene & professional look at all times
- review, approve and submit all staff timesheets to RD Services
- review and approve all staff schedules

Note - The duties listed are not set forth for the purpose of limiting the assignment of work and are not to be construed as a complete list of the duties normally to be performed under a job title or those duties temporarily performed outside the normal line of work.

Wage to be determined based on experience and certifications. The successful candidates will require a Criminal Record Check and Working with Vulnerable Persons search prior to commencing work and must maintain a clean Criminal Record to remain on staff.

To apply, email twatson@recreationexcellence.com with your resume and cover letter!
Closing date is May 15th,2023