

**CITY OF CORNER BROOK
CAREER OPPORTUNITY**

RECREATION TECHNICIAN (Temporary – 12 months)

The City of Corner Brook is presently accepting applications for the position of **RECREATION TECHNICIAN** with the Community, Development and Planning (Recreation and Leisure Services).

The **Recreation Technician** will report to the Supervisor of Recreation and Leisure Services for the development, direction, coordination, operation and evaluation of a wide range of social, recreational and leisure, and active and healthy living opportunities for the citizens and visitors of the City of Corner Brook. The Recreation Technician will accomplish this through the use of a variety of community development techniques including encouraging inter-departmental and inter-agency cooperative relationships and partnerships that will enhance and positively contribute to the effective and efficient delivery of leisure and recreation programs and services.

Responsibilities: On behalf of the City of Corner Brook, serve as a point of contact for interested parties and/or user groups with respect to the implementation and/or continuation of recreational activities and, as necessary, the use of City owned recreation and leisure facilities. Provide assistance, support and guidance to other city staff on matters relating to recreation and leisure services and ensure the safe operation of equipment and report any unsafe acts/conditions to the supervisor.

Qualifications: Preference will be given to candidates who possess a university undergraduate degree with a major concentration in recreation. Consideration will be given to candidates with a technical diploma in Recreation from a post-secondary college or institute with an equivalent amount of work related experience. Candidates must be proficient in the use of computers and applicable software applications and must possess excellent communication skills for liaising and communicating with customers and internal departmental staff and be able to deal with people sensitively, tactfully and professionally at all times. A certificate of conduct and valid Class 05 driver's license is a requirement of the position.

CLASSIFICATION: C.U.P.E. LOCAL 768 - GRADE J (40 hours per week)

CLOSING DATE: January 6, 2017

COMPETITION NO: 2016-43

THIS POSITION IS OPEN TO INTERNAL CANDIDATES ONLY.

Please submit résumés **giving complete details of qualifications** on or before **4:30pm January 6, 2017** and forward to: Human Resources Office, City of Corner Brook, P.O. Box 1080, Corner Brook, NL, A2H 6E1; Fax # 637-1625; E-mail hr@cornerbrook.com

JOB DESCRIPTION
Manager Approved: April 1, 2015

TITLE: Recreation Technician

DEPARTMENT: Community Services

DIVISION: Recreation and Leisure Services

CLASSIFICATION: Grade J

The Recreation Technician reports to the Supervisor of Recreation and Leisure Services for the development, direction, coordination, operation and evaluation of a wide range of social, recreational and leisure, and active and healthy living opportunities for the citizens and visitors of the City of Corner Brook. The Recreation Technician will accomplish this through the use of a variety of community development techniques including encouraging inter-departmental and inter-agency cooperative relationships and partnerships that will enhance and positively contribute to the effective and efficient delivery of leisure and recreation programs and services.

RESPONSIBILITIES

- On behalf of the City of Corner Brook, serve as a point of contact for interested parties and/or user groups with respect to the implementation and/or continuation of recreational activities and, as necessary, the use of City owned recreation and leisure facilities.
- Liaise with the various recreational and leisure groups regarding such activities in and around the City of Corner Brook.
- Provide assistance, support and guidance to other city staff on matters relating to recreation and leisure services.
- Ensuring the safe operation of equipment used to carry out job and reporting unsafe acts/conditions to the supervisor
- Carrying out all job related duties in accordance with OH&S Regulations

DUTIES:

- Assists in establishing the overall plan for the development and implementation of social, recreational and leisure programs and services offered through the Community Services Department, Recreation and Leisure Services Division, based upon a community development philosophy.
- Assists with preparation of appropriate operating budgets for associated recreation/leisure program areas and services including Special Event budgets for current and future events.
- Liaises with community organizations, groups, agencies and individuals ensuring cooperation, coordination of programs and services, and to assist in the avoidance of service duplication.
- Identifies and pursues potential partnerships with other public sector entities, the private sector and/or not-for-profit sector to deliver programs and/or services which respond to identified community need.
- Acts as an advisor to community organizations, groups and individuals by providing assistance, information and resources required for the improvement and enhancement of existing programs and services and the development of new programs, services and opportunities.
- Plans, implements and facilitates the provision of community wide Special Events.

- Maintains a general knowledge of provincial and federal government grant programs as well as other funding programs/opportunities and prepares applications as required and directed by the Supervisor of Recreation and Leisure Services.
- Assists with the preparation and completion of the annual and seasonal Recreation Activity Guide.
- Assists in the coordination of promotional and marketing activities related to the Recreation Activity Guide, divisional programs/services, special projects and special events.
- Maintains complete and accurate records and related statistics of programs, events, activities and services.
- Ensures the complete and accurate documentation for booking of all recreation facilities under the jurisdiction of the Recreation and Leisure Services Division.
- Assist with the design and delivery of recreational and leisure programs that fall under the jurisdiction of the Recreation and Leisure Services Division.
- Conducts ongoing analysis of community needs.

Note: The duties and responsibilities outlined above are representative, but not all-inclusive. Further job related duties may be assigned as necessary.

QUALIFICATIONS AND REQUIREMENTS

A university undergraduate degree with a major concentration in recreation and a minimum of two year's work related experience. However consideration will be given to a diploma in recreation from a post-secondary college or institute with an equivalent amount of work related experience. Candidates must be proficient in the use of computers and applicable software applications and must possess excellent communication skills for liaising and communicating with customers and internal departmental staff and be able to deal with people sensitively, tactfully and professionally at all times. A certificate of conduct and valid Class 05 driver's license is a requirement of the position.

AGREED: _____
(Director of Corporate Services)

Date: _____

APPROVED: _____
(Chief Administrative Officer)

Date: _____