



Village of Carmacks  
P.O. Box 113  
Carmacks, YT Y0B 1C0

## **Employment Opportunity Recreation Director**

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The Recreation Director reports directly to the Chief Administrative Officer. This position is a Full-Time Permanent position working 37.5 Hours per week over a 5 Day work week.

The Recreation Director will work closely with other leaders in the Village of Carmacks (Public Works GM, the Finance Officer, and the Administration Assistant), under the direction of the Chief Administrative Officer maintain and operate select municipal facilities, services, projects, and other municipal recreation service operations.

The Recreation Director will have the advanced program development, funding procurement, and managerial skills to provide strong leadership and know-how to oversee the efficient operations of the municipalities' various and respective recreation facilities and extending scope of service.

The Recreation Director will oversee and manage the Recreation and AFO capacities including:

- Carmacks Recreation Complex (Arena/Curling, Gym, Fitness Center, Kitchen, Floor Slab), 3 Municipal Parks, Seasonal Pool, Municipal Trails, and related programming

### **Education:**

The Director would normally attain the required knowledge, skills and attitudes through completion of a Degree or Diploma in Recreation Management and/or completion of the Recreation Facility Operators Program with related recreation programming experience. Equivalencies will be considered.

### **Experience:**

- Computer training or experience with word processing, graphics software and Internet browsers.
- Knowledge and experience with recreation management software and POS systems.
- Experience in event and community planning.
- Strong knowledge of funding agencies and associated requirements.
- Ability to plan, supervise, develop, implement, and evaluate recreational programs.
- Experience in conflict management, mediation and problem solving.
- Financial experience in developing and administering proposals and budgets
- Experience in managing a diverse team

Telephone: (867) 863-6271  
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### Interpersonal

- Excellent communication skills, both oral and written.
- Ability to demonstrate tact, diplomacy, and good judgment.
- Strong decision making and problem-solving skills.
- Ability to manage stress effectively.
- Exceptional organizational and time management skills.
- Ability and desire to resolve conflicts and foster unity.
- Ability to work effectively as part of a team.
- Ability to establish and maintain professional working relationships with staff, and the general public.
- Desire and ability to provide strong leadership and motivate people.
- Willingness to work flexible hours.
- Ability to maintain confidentiality.

### Licenses, Certificates and Courses Required

- Valid Class 5 Drivers License
- Standard First Aid and Level C CPR (or willingness to obtain)

### Oversight:

- AFO Manager, AFA Staff, Booking Clerk, Recreation Assistant, Sr Program Leader, Jr Program Leader, Seasonal Programming Staff

### Compensation:

- The wage scale for this position is Level 4 Step 1 (\$31.24/HR) to Level 6 Step 5 (\$46.04/HR)
- Relocation Assistance available as per By-Law 261-19 (Employment By-law)
- Successful Candidate must be living in the community by June 7th, 2024.

Interested applicants are invited to submit by **4pm, April 22nd, 2024**, their resume and cover letter electronically to the undersigned marked "Personal & Confidential"

The Village of Carmacks thanks all applicants for their interest, only applicants successfully screened in for interviews will be contacted.

A detailed job description is available upon request.

### Send resumes via Email to:

Village of Carmacks, Attention: Matthew Cybulski, Email: [cao@carmacks.ca](mailto:cao@carmacks.ca)

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