



## **Rotary Spirit Centre Supervisor (Full-time)**

The Town is seeking an energetic, dynamic individual for the position of Spirit Centre Supervisor. The successful candidate will be strongly devoted to public service, be team orientated, innovative and result driven. This person will work with a great team in providing exceptional recreation programs, facility information, and customer service from the Community Services Department to the public.

You will be working in a vibrant community of 4,921 just 85 kilometers north of Edmonton. We have all the amenities and more. Living in Westlock you can experience live arts, concerts, all sports or belong to one of the multiple community organizations. Town amenities include the Rotary Spirit Centre multi-plex, the Aquatic Centre, skateboard park, ball diamonds, parks and playgrounds. The Town's strong business sector provides all the services and shopping you will need. Your co-workers are focused on providing great public service and having fun while doing so.

As a key player in our team, you will have the following qualifications:

- Diploma or degree in Recreation, or related experience in Recreation management
- Five (5) years experience in related field with supervision duties
- Valid First Aid Certificate

To view the complete job description or to find out more about us, please view our website at [www.westlock.ca](http://www.westlock.ca)

The Town of Westlock offers a competitive salary and excellent employee benefit program.

This competition will remain open until a suitable candidate is found. The Town of Westlock thanks all applicants for their interest; however only those selected for an interview will be contacted.

Please submit your resume with three references in confidence to:

Town of Westlock  
10003-106 Street  
Westlock, Alberta T7P 2K3  
Phone: 780.349-4444  
Fax: 780.349.4436  
Email: [employment@westlock.ca](mailto:employment@westlock.ca)



## **Rotary Spirit Centre Supervisor**

**REPORT TO:** DIRECTOR OF COMMUNITY SERVICES

**INCUMBENT:**

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Reporting to the Director of Community Services, the Rotary Spirit Centre Supervisor oversees the efficient operation of the Westlock Rotary Spirit Centre in accordance to approved policies and procedures. The Employee may be required on an ongoing basis to attend applicable training, workshops, seminars and courses at the discretion of the Employer in order to facilitate job knowledge and performance.

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### **RESPONSIBILITIES/DUTIES**

1. Ensures effective and efficient scheduling of the Westlock Rotary Spirit Centre and other Town recreation facilities for programs, rentals, events and other public uses.
  2. Ensures or designates that proper maintenance, financial and operational systems are adhered to.
  3. Hire, promote, discipline and/or dismiss Spirit Centre staff subject to the provisions of labour legislation and regulations and the most current CUPE Local 3047 Collective Agreement.
  4. Encourage and promote community development of community recreation programs and special events with a focus on expanding the use, services and revenue within the Spirit Centre.
  5. Provides or designates overall guidance and direction for the supervision, training and direction for the CSR/Summer Program Coordinator, Community Services Representatives, Facility Operations Coordinator, Child Care Providers, Instructors, Spirit Centre Custodians, and any other programming staff.
  6. To prepare or designate daily and weekly staff work schedules for the Spirit Centre staff.
  7. Ensures efficient and adequate scheduling of Customer Service Representatives for the Aquatic Centre and the Spirit Centre and assisting with the interviewing and hiring staff.
  8. Ensures the development and continuance of good public relation between staff, user groups and the general public.
  9. To authorize expenditures, as approved, within the current budget as per the current Town policy on spending authority.
  10. To requisition goods or supplies for the normal operational requirements subject to the approved budget and Town's purchasing policy.
  11. Be sensitive to public expectations and strive to deliver effective and efficient programs and services that meet the patrons' needs.
  12. Ensures all records, rental agreements, and purchasing correspondence are maintained and stored in accordance with policies and procedures.
  13. Advise the Director of Community Services to ensure that all facilities are maintained and in good repair.
  14. Attend meetings with user groups for the scheduling of the use of sports facilities.
  15. Assist in the development and maintenance of policies and procedures for the Community Services Department.
  16. Ensure a good and effective Health and Safety program is upheld and maintained.
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### **OTHER DUTIES**

1. Coordinate public advertising for recreational facilities and special events as needed.
2. Prepare and make recommendations to the annual budget for the Spirit Centre, reporting staff, programs and events in consultation with the Director of Community Services
3. Perform other duties and/or functions as assigned by the Director of Community Services.

### **EDUCATIONAL REQUIREMENTS**

1. The minimum level of education required to perform these duties are:
  - Related diploma or degree in Recreation, or related experience in Recreation management
  - Valid class 5 Alberta Driver license
  - Valid First Aid Certificate
2. The minimum experience required to perform these duties are:
  - 5 years' experience in related field with supervision duties.
3. Familiarization with Recreation Software an asset.

### **GUIDANCE RECEIVED**

Directives, manuals, regulations, ordinance, or other written guidelines used regularly by this position are:

- Direction from the Director of Community Services;
- Town of Westlock Policies and Procedures;
- Guidelines set out by various sports associations when setting up new programs (i.e gymnastics, Lacrosse)

### **CONTACTS**

This position will have frequent contact with the following:

- Director of Community Services
- Aquatic Supervisor
- Other Department Staff, sales personnel, etc.
- Federal and Provincial Sporting Associations; NARA, ARPA, CPRA, AARFP
- Local recreation groups and local community schools.
- Local service clubs, business and community groups and surrounding communities

### **ENVIRONMENT**

Features of work, which may create physical/mental stress, are:

- Flexible work schedule,
- Responding to and coordinating the requirements of the general public and community groups
- Conflicting priorities and timelines for project work and/or event timetables.

### **SIGNATURES**

**I have read and understand the contents contained within this job description. The Director of Community Services has informed me that this is a general description of the duties responsibilities and qualifications for the position of Manager of Community Programming. This description will form the basis for my classification level and the basis for my performance evaluation.**

Date: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

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