

PARKS & RURAL RECREATION COORDINATOR

FUNCTIONS AND RESPONSIBILITIES

Reports to and supports the General Manager of Community Services or designate in the delivery of community services to community groups, and residents of the Peace River Regional District in the areas of regional parks and trails, rural recreation and culture, along with emergency and protective services as required.

DUTIES

- Provide support to all of the functions and services provided under the umbrella of Community Services, including, but not limited to:
 - Regional Parks
 - Recreation
 - Emergency Services
 - Fire Protection
 - 9-1-1 Services
 - Grants for assistance
- Coordinate resources, facilities, funding, support and standards established by the Regional District to build and promote community services.
- Liaise with a variety of stakeholders to promote and coordinate the delivery of community service functions.
- Assist in the delivery of long-term service strategies and plans related to regional parks, trails and recreation.
- Assist with the development of policies, procedures, plans and bylaws to support parks, trails and recreation.
- Coordinate the operation, maintenance and marketing of regional parks.
- Coordinate and monitors parks and recreation facility agreements and contracts; resolves contract/agreement non-compliance issues as required.
- Assist in the inspection of Regional District parks, recreation and community facilities.
- Provide support to community organizations to develop and manage recreation facilities, parks and trails.
- Provide assistance and support in administering Regional District grant programs, emergency and protective services as required.
- Assist in the development of grant applications for Regional District projects.
- Assist in the coordination of committees and meetings; attends evening and weekend meetings as required.
- Assist in conducting research and preparing reports.
- Perform other duties as assigned.
- Emergency Operations support as assigned.

QUALIFICATIONS / EXPERIENCE

- College or University graduation with a focus on recreation leadership, recreation facility management or parks management or an equivalent combination of related education, training and experience.
- Three (3) years' experience in local government, preferably in recreation facility operations or parks planning.

- Experience working with volunteer organizations in a rural setting.
- Proven public relations, public speaking and presentation skills; strong customer service skills.
- Excellent organizational and project management skills, ability to establish priorities, independently coordinate workloads to meet timelines and budget expectations.
- Proven ability to compose and edit correspondence and documents, as well as, excellent analytical report writing skills; good attention to detail.
- Flexibility in both days of work and workday hours of work.
- A valid Class 5 Drivers' Licence must be maintained.

The above is a general description of the principle job functions and is not a detailed description of all work responsibilities that may be inherent or assigned to fulfill the job position