

Employment Opportunity

Position Title: Centre Manager, Vanderhoof Aquatic Centre
Location: Vanderhoof, BC
Status: Full Time (Salary Position)
Placement Date: July 2018
Annual Salary: \$50,000 to \$60,000

Organization Profile

The YMCA of Northern BC serves 20,000 people of all abilities, backgrounds, and stages of life in Prince George and Northern British Columbia. We are a growing, multi-service charity that offers health, fitness and recreation, licensed childcare, childcare referrals, rehabilitation services, community social services, and summer camps. The YMCA offers the opportunity to join a strong and exuberant team in a workplace that embraces respect, honesty, caring, and responsibility. We offer a competitive salary, benefits to full time staff, complementary membership and discounts on some programs including child care.

Purpose and Objective

The YMCA is currently preparing to open and manage the District of Vanderhoof's new Vanderhoof Aquatic Centre. This facility is currently under construction and scheduled to open in Fall 2018. We are seeking an enthusiastic leader ready to take on the exciting challenge of opening a brand new facility.

The Centre Manager is responsible for providing successful leadership and management of the day-to-day operations of the Vanderhoof Aquatic Centre.

If you are passionate about building healthy communities through promoting healthy living, fostering belonging, inclusion, and connection and helping children, families, and seniors thrive and have a background in aquatic operations and programming this opportunity is for you!

Key Responsibilities (but not limited to):

- Fostering a culture of continuous improvement, customer service excellence, and outcomes focused approach to program and service delivery
- Responsible for the operation and management of the Vanderhoof Aquatic Centre.
- Responsible for acquisition and retention of pass holder
- In line with achieving the Association strategic plan, responsible for developing centre operational plan goals on an annual basis
- Accountable for achieving operation goals through financial management of the centre operational budget
- Accountable for the development and implementation of the business plan for the centre including budgets, quality assurance, staff, asset management, member engagement
- Accountable for the oversight to ensure quality YMCA aquatic programming that aligns with Y mission, vision and strategic plan goals and the Operational Management Agreement between the YMCA and District of Vanderhoof



- Ensures high service standards and satisfaction ratings throughout the centre. Achieves all YMCA quality management targets
- Ensures compliance with all provincial, regional and national YMCA initiatives
- Input and oversight of staff and programming schedules in the facility in order to ensure seamless integration of the various operations in the facility
- Oversight of all recruitment, selection, supervision of all aquatic staff
- Relationship building and coaching with staff and volunteers
- Adherence to all YMCA of Northern BC policies
- Familiarity and compliance with applicable legislation including Employment Standards, Human Rights, Work Safe in order to safe guard the respectful and fair treatment of staff, volunteers, members, participants and all visitors to the facility
- Familiarity and compliance with applicable local, provincial and national standards and requirements related to aquatic facility operations
- Meeting all internal and external reporting requirements

Required Competencies

1. Leadership and Coaching –*Ability to direct and develop performance of others to achieve desired result.*

2. Service Strategy – *Ability to identify the needs and wants of members and guests as a priority and respond in an effective and timely manner to enhance every person’s experience.*

3. Project Resource Management – *Ability to manage a project from initial planning to completion.*

4. Planning and Organizing – *Ability to establish a clearly defined and effective course of action for self and others to accomplish short and long-term goals.*

5. Negotiation/ Communication/ Interpersonal Skills- *Ability to speak, write, listen and secure information in a variety of settings. Ability to cooperate with others to achieve results. Ability to create and build relationships throughout the centre and the Association.*

6. Strategic Planning and Visioning – *Ability to visualize future direction and formulate strategies, plans and action to achieve vision.*

7. Teamwork and Cooperation – *Ability to work cooperatively and productively with others within and across organizational units to achieve common goals; demonstrates respect, cooperation, collaboration and consensus building.*

8. Self Management- *Ability to appropriately manage one’s own emotions; maintain a calm and tactful composure under broad range of challenging circumstances and think clearly and stay focused under pressure.*

Qualifications

- Post secondary education in recreation, physical education or related field or equivalent
- 3-5 years of leadership experience in a facility or organization delivering aquatic based programs or services

- Aquatic Certifications related to aquatic facilities and programs including the following would be an asset; however, training opportunities will be available to candidates willing to obtain additional certifications. Examples of relevant certifications are:
 - NLSC and/or WSI Certification
 - Aquatic Trainers Certification
 - BCRPA Pool Operators I & II or equivalent
- 3 satisfactory professional references
- First Aid and CPR
- Satisfactory criminal record check and clear vulnerable sector search
- Physical ability to perform the tasks required

Knowledge, skills and abilities

- Detail oriented, self starter and organized
- Excellent time management and teamwork abilities
- Excellent customer relationship skills
- Excellent written and verbal communication and interpersonal skills
- Proven computer skills and ability to work with Microsoft Office

Working Conditions

- New Aquatic Centre scheduled to open in the Fall of 2018.
- Evening or weekend work will be required
- Occasional participation in Y community events
- Flexibility required to meet changing demands

How to Apply

Please apply with an application form (found on our website), cover letter and resume by noon on Wednesday, June 20, 2018.

HOW TO APPLY:

Please submit the following documents:

- *Cover Letter*
- *Resume*
- *YMCA Employment Application (located at http://nbc.ymca.ca/wp-content/uploads/2017/08/nbcy_employment_application_aug2016.pdf)*

Applications will be accepted via email to the attention of:

Chris Kinch, Director of Strategic Projects

YMCA of Northern BC

email: chris.kinch@nbc.ymca.ca

The YMCA of Northern BC thanks everyone for their interest in this opportunity. Only those selected for an interview will be contacted.