

Westlock Rotary Spirit Centre Supervisor Temporary Full-time

The Town is seeking an energetic, dynamic leader for the position of Westlock Rotary Spirit Centre (WRSC) Supervisor for a 12–18-month term position. Reporting to the Director, Community Services, the WRSC Supervisor is responsible for the safe and efficient operation of the facility, including arena, field house, fitness centre, track, multipurpose rooms and leased spaces. This position also provides oversight for facility and campground bookings, community events, and recreation programs.

The successful candidate will have a strong background in all aspects of recreation facility operations, bookings and programs. They will be team orientated, customer service focused and able to identify and manage risk. They will have a good understanding of a facility safety program and be able to lead a team to meet safety standards.

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 Westlock 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 responsibilities
- Valid First Aid/CPR Certificate
- Valid Class 5 Alberta Driver's License and 5-year Drivers Abstract
- Valid Criminal Record Check with Vulnerable Sector clearance

The Town of Westlock offers a competitive salary. To find out more about us, please view our website at www.westlock.ca

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



REPORT TO: DIRECTOR OF COMMUNITY SERVICES

INCUMBENT: WESTLOCK ROTARY SPIRIT CENTRE SUPERVISOR

Reporting to the Director of Community Services, the Westlock Rotary Spirit Centre Supervisor oversees the efficient operation of the Westlock Rotary Spirit Centre (WSRC) in accordance with approved policies and procedures. The WSRC is a multi-purpose recreation facility with an area, field house, track, fitness centre and leased spaces.

The operation includes oversight of facility programs, memberships, events, rentals, leases and the facility safety program. This position also provides oversight for community events and bookings of the Mountie Park Campground, the Curling Rink, the Community Assistance Bus and the Community CATS Theatre. The Employee may be required on an ongoing basis to attend applicable training, workshops, seminars and courses at the discretion of the Employer to facilitate job knowledge and performance.

Key Responsibilities:

Staffing

1. Responsible for oversight and supervision of facility staff which can range from 20-30 permanent, permanent part-time, seasonal and casual staff.
2. Responsible for the direct supervision of 12 staff:
 - o CSR Coordinator (1)
 - o Facility Operator Coordinator (1)
 - o Facility Operators (3) plus casual operators
 - o Custodian (1)
 - o Community Recreation and Events Coordinator (1)
 - o Community Assistance Bus Driver (1) plus casual operators
3. Responsible for contracted Fitness Instructors, up to 5.
4. Perform all requirements for staff recruitment and staff performance management for direct reports and assisting Coordinators as needed.
5. Adheres to all terms of the current CUPE Local 3047 Collective Agreement.
6. Prepares and manages direct report and CUPE staff schedules.

Facility Operations

1. Ensures customer service experience strives to meet member and community expectations.
 2. Ensures effective and efficient scheduling of the Westlock Rotary Spirit Centre, Mountie Park Campground, Curling Rink, and ball diamonds for programs, rentals, events and other public uses.
 3. Ensures effective and efficient scheduling and operation of the Community Assistance Bus.
 4. Ensures proper facility repairs and maintenance are completed by meeting all industry standards.
 5. Ensures community recreation programs, services and special events that meet community need, occur at the Spirit Centre.
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6. Ensures the development and continuance of good public relations between staff, user groups and the general public.
7. Promotes community development and facility use by meeting with community groups, lease holders, sponsors and regional partners as needed.
8. Coordinates public advertising with the Town Communications Department for recreational facilities and special events through the Community Guide, facility screens, social media and facility posters.

Financial

1. Responsible to develop and implement annual operating budget of \$1.5 Million .
2. Provides input and recommendations into operating and capital projects i.e. arena upgrades .
3. Authorize expenditures, as approved, within the current budget as per the current Town policy on spending authority.
4. Requisitions goods or supplies for the normal operational requirements subject to the approved budget and Town's purchasing policy.
5. Ensures all records, rental agreements, and purchasing correspondence are maintained and stored in accordance with policies and procedures.
6. Responsible for providing recommended fees for the Fees and Rates Bylaw.
7. Provides reporting and responses to budget questions i.e. variance reporting, budget preparation.

Agreements

1. Coordinates and oversees the advertising and sponsorship opportunities within the Rotary Spirit Centre.
2. Upholds the terms for the 5 facility lease holder agreements.
3. Responsible for major booking agreements i.e. summer hockey camps.
4. Responsible for community group block booking agreements i.e. Minor Hockey, Minor Baseball.

Occupational Health & Safety and Emergency Management

1. Compliance with required Town safety program responsibilities including but not limited to incident reporting, incident investigations, hazard assessments, emergency response and safe job procedures.
2. Conduct regular facility inspections to maintain safety, cleanliness and operational readiness.
3. Assist with First Aid injuries and other incidents as needed.
4. Provide leadership in departmental safety and operational staff meetings.
5. Required to act as the Reception Centre Manager.

Other Duties:

1. Assist in the development and maintenance of policies and procedures for the Community Services Department.
 2. Monitor and report on facility usage and ensure equitable access for community groups and the public.
 3. Perform other duties and/or functions as assigned by the Director of Community Services.
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Qualifications

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/CPR Certificate
 - Valid Criminal Record Check with Vulnerable sector check
 - Valid Drivers Abstract - 5 years
2. The minimum experience required to perform these duties are:
 - 5 years' experience in sport or recreation field
 - 3 years' direct experience supervising staff
3. The qualifications and experiences that are considered an asset include;
 - Experience with Recreation Software
 - ICS 100, 200 or Emergency Socials Services training
 - Arena Operator 1 and 2
 - OHS – Leadership for Safety Excellence

Competencies

1. Excellent written and verbal communication skills.
2. Strong leadership, problem-solving, and conflict-resolution abilities.
3. Proficiency in Microsoft Office Suite and website maintenance tools.
4. Self-motivated with the ability to work independently and as part of a team.
5. Highly organized with the ability to manage multiple tasks efficiently.
6. High-energy individual who thrives in a dynamic and engaging work environment.
7. Ability to maintain professionalism and confidentiality.
8. Adaptability to fast-changing situations, needs, and priorities.
9. Physical ability to lift, set up, and move fitness and sports equipment as needed.

Guidance Received

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

1. Direction from the Director of Community Services;
2. Town of Westlock Policies and Procedures;
3. Occupational Health and Safety and Town Health and Safety Policies
4. Spirit Centre facility procedures
5. Industry best practices for recreation programming, events, arena and curling rink operations and recreation facility operations.

Contacts

This position will have frequent contact with the following:

1. Director of Community Services
 2. Aquatic Centre Supervisor
 3. Other Department Staff, sales personnel, etc.
 4. Regional and Provincial Sporting Associations
 5. Local recreation groups and local community schools.
 6. Local service clubs, business and community groups and surrounding communities
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Software:

The Westlock Rotary Spirit Centre Supervisor will regularly use the following:

1. Microsoft Office Suite
 2. Teams
 3. Xplor Recreation
 4. Sitedocs
 5. City Wide
 6. Check Front
 7. HRISMYWay,
 8. WhenToWork,
 9. Beanworks
 10. Questica
 11. Town of Westlock website
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Environment

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

1. Requires discretion and confidentiality in all matters.
 2. The position requires physical tasks, including long periods of standing/walking, bending, squatting, kneeling and twisting, pushing/pulling objects, and reaching overhead.
 3. Noisy environment with frequent interruptions
 4. The regular work schedule is Monday to Friday from 8:30 A.M. to 4:30 P.M. at the Westlock Rotary Spirit Centre. However, work may also be required during evenings, weekends and holidays.
 5. Responding to the requirements of the general public and community users.
 6. Conflicting priorities and timelines for project work and/or event timetables.
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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 Westlock Rotary Spirit Centre Supervisor. This description will form the basis for my classification level and the basis for my performance evaluation.

Date: _____

Employee's Signature: _____

Supervisor's Signature: _____
