



Located on the spectacular west coast of Vancouver Island, the Village of Tahsis is a world renowned sport fishing and ecotourism destination with unparalleled outdoor recreational activities such as fishing, hiking, kayaking, caving, wildlife viewing and all manner of water sports. Whether you like oceans, alpine, old growth forests or the underground, we have it all!

We are seeking a full-time Director of Recreation to manage the Village Recreation Centre as well as take an active role in delivering programs and services.

Responsibilities:

- Programs and administers the community recreation facility in order to provide the greatest possible opportunities for as large a cross section of the community as possible;
- Selects, supervises and evaluates recreation and daycare staff including coordinating in-service training;
- Proactively engages the community to bring forth new ideas in community recreation, fitness, rehabilitation and other programs and to promote public interest and increased participation in programs, including aquatic programs;
- Assists in the preparation and monitoring of the community recreation budget;
- Maintains up to date records of operation and reports;
- Is responsible for the security of the Recreation Centre;
- Liaises and confers with other organizations or individuals concerned with program activities, facility rentals and assists with coordination, promotion and participation;
- Takes an active role in local community events such as Tahsis Days and Canada Day
- Supervises, manages and delivers all aspects of the indoor pool operations and programming, including lifeguarding and teaching swimming lessons

The successful candidate should have:

- Diploma in Recreation Administration, Physical Education or equivalent

- Minimum 2 years experience in aquatic programming and supervision with an aquatic centre
- Proof of certification in Red Cross Water Safety Instructor and National Life Guard Certificate
- Pool Operator 1 & 2 certification
- AED Training
- WHMIS certificate
- or an equivalent combination of education and experience

In addition, the successful candidate must have:

- Current valid BC driver's licence
- Occupational First Aid Level 1 certificate and CPR
- Proficiency in Microsoft Office and Outlook
- Criminal Record Check as required by BC provincial statutes

Hours:

Monday to Friday 8:30AM to 4:30PM (hours may vary and include evenings and weekends)

Rate:

\$1,750.00 to \$1,960.00 bi-weekly plus a comprehensive medical and other benefits package as well as vacation and illness leave entitlements. This position is also eligible to be enrolled in the Municipal Pension Plan. Moving expenses may be offered to the successful candidate.

Please submit applications by **4 PM May 12, 2017** to:

Village of Tahsis
PO Box 219
Tahsis, BC
V0P 1X0

Or by email to:

reception@villageoftahsis.com