

# City of Victoria JOB VACANCY NOTICE Internal and External

## **CUPE LOCAL 50**

**DATE OF ISSUE: July 28, 2010**

**CLOSING DATE: August 11, 2010**

Competition Number: **10/126**  
Position Title: **Facility and Event Coordinator**  
Number of Positions: **One**  
Duration: **Continuous**  
Work Schedule: **Monday to Friday, 35 hours per week**  
Pay Group: **\$2,113.30 bi-weekly, Pay Grade 11 (Under Review)**

***ALL APPLICATIONS MUST BE*** received in the Human Resources Department by 4:30 p.m. on the above closing date and must be complete, including all qualifications and experience relevant to this position. Please submit your application quoting the above competition number to: The City of Victoria Human Resources Department, 627 Pandora Avenue, Victoria, B.C., V8W 1N8.

**Department/Division/Section:** Parks, Recreation and Culture / Recreation Services

### **POSITION FUNCTION**

Coordinate, monitor, and participate in the operation of the City's sports facilities and coordinate events as required. Participate in facility rentals and direct programming of City's hours of use in the Save of Foods Memorial Centre (SOFMC)

### **KEY DUTIES**

Coordinate the use of the City's sports facilities and the City's hours of use in the SOFMC to ensure operations such as facility set up, concession, skate shop and security meet booking requirements; review facilities and refer issues for maintenance and repair; liaise with City staff and SOFMC staff to ensure scheduled maintenance requirements are met; make decisions on facility & field closures based on facility conditions.

Maintain and operate within program budget as detailed and make routine program purchases; prepare draft budget estimates for specific programs and/or facility areas; provide input into capital budget requests for programs and services; provide input to purchasing process where applicable. Prepare grant submissions for program enhancements or pilot projects.

Coordinate, review and participate in the work of approximately 4 to 8 FTEs at sports facilities including concession, bar, ticket and door staff; ensure schedules, procedures and established performance and safety standards are met; provide employee training and input to employee selection and performance appraisals; complete time sheets.

Select and coordinate the work of program contract instructors at SOFMC; review the work carried out by program contractor instructors as required to ensure compliance with contract specifications and safety standards.

Liaise with community organizations to develop facility schedules and plan for events; coordinate agreements for use of facilities and related services and facilitate user group needs; participate in corporate and community committees; assist with promotion of events through contact with leagues and community organizations; assist with promotion of facility events and programs. Respond to enquiries from staff, community organizations and the public by providing general information regarding sports facilities and services such as lounge, concession and ticket services.

At RAP, determine staff levels and stock requirements for upcoming events; review food and beverage inventory and order products through existing open orders and complete purchase requisitions for new products; make recommendations on pricing and the purchase of concession, bar and ticket equipment.

Prepare and monitor cash floats and registers; collect and balance cash at the end of events; prepare cash sheets/distribution lists and bank deposits; prepare journal entries for special event charges; complete cheque requisitions and vouchers; prepare and maintain statistical records and reports related to events; provide information for annual budgets.

Perform other related duties where qualified.

### **INDEPENDENCE**

Work is performed according to established procedures and is reviewed by supervisor.

Issues such as changes to established policies and procedures and major purchases are discussed with supervisor.

### **WORKING CONDITIONS**

#### **Physical Effort:**

Lift and move heavy objects. (occasional)

#### **Mental Effort:**

Deal with complaints and negative comments. (rare)

#### **Visual/Auditory Effort:**

Normal.

#### **Work Environment:**

Office.

Work outside in all weather conditions. (occasional)

Work irregular hours. (premium item)

### **KEY SKILLS AND ABILITIES**

Organize and prioritize the work of a unit.

Understand and apply the techniques of recreation facility administration.

Working level operation of current City word processing, spreadsheet, and related recreation software.

Maintain accurate records.

Supervise a small staff.

Establish and maintain effective working relationships.

Represent the City to the public and outside agencies.

Work safely.

### **QUALIFICATIONS**

#### **Formal Education, Training and Occupational Certification:**

Diploma in Recreation Leisure studies or related field (2 years)

Food Safe certification Level II. (2 days)

Responsible Beverage Service Program. (10 hours)

Required to obtain criminal record clearance.

#### **Experience:**

2 years of related experience including event management and supervisory experience.

or an equivalent combination of education and experience.

#### **OTHER:**

May be requested to substitute in a more senior position.

**JC: 4201**

**TESTING MAY BE CONDUCTED**

**THIS IS A CUPE LOCAL 50 POSITION**