

DAWSON CITY, YUKON RECREATION MANAGER Permanent Position



Dawson City, Yukon, is home of the Klondike Gold Rush and the heart of Tr'ondëk Hwëch'in Traditional Territory; we're proud of our mining heritage and First Nations roots that run millennia deep. We're a thriving cultural community—with a post-secondary arts school, several world-renowned festivals, and burgeoning TV and film industry—that borders an outdoor playground sprawling hundreds of kilometres in either direction. We're a living historic community, with many landscape features and buildings that support our national historic site designation.

Mining, tourism, culture, and our people are the foundation on which our town stands, and we respect personal freedoms and diversity of all definitions. We're a welcoming town and a great place to make a life and raise a family. Our community has a new hospital and programming and activities that promote healthy lifestyles. We have a recreation centre, curling club, swimming pool, fitness centre, nine-hole golf course, off-leash dog park, and a ski hill. We enjoy an abundance of green spaces, including hiking, biking, and cross-country-ski trails. We also have a K–12 school, Yukon College campus, healthy business community, and numerous groups and organizations in which to get involved.

Reporting to the CAO, this position is responsible for leadership, delivery, operation and administration of all recreation, parks and facility services and events. These duties include developing and delivering effective recreation facility and programming, liaising with community groups, developing and managing recreation budgets and developing relevant proposals, plans, policies and bylaws. The successful candidate should be interested in the recreational health and wellbeing of the community.

If this position interests you, please submit your resume and cover letter clearly demonstrating the qualifications outlined below, as selection for further consideration will be based solely on the information you provide.

- Post-secondary education in Recreation or Sports Management, Human Kinetics, Public or Business Administration or a related field
- Minimum 5 years' experience in a recreation environment, preference to those with municipal experience
- Minimum 3 years' experience in a senior supervisory or management capacity
- Experience in conflict management, mediation and problem solving
- Proficient computer skills in Microsoft Office Suite
- Experience in risk management
- Experience in event planning and community planning
- Excellent management track record with specific accomplishments in directing budgets and strategic planning and to provide effective recommendations as a member of the management team
- Good knowledge of funding agencies and associated requirements
- Ability to plan, direct, develop, implement and evaluate programs, policies and procedures
- Experience managing, building, leading and motivating a team in a unionized environment
- Excellent skills relating to communications, working with the public, boards and elected officials
- Proven written and oral communication skills to develop and present reports, position papers and proposals
- Excellent organizational skills, prioritizing and ability to multitask with minimal supervision

Applicants able to demonstrate an equivalent combination of education and experience may be considered.
A job description is available upon request.

Closing Date:

A current resume and cover letter must be received at the City of Dawson Administration Building by **2pm on Monday, June 8, 2020**. Applications to this position may be submitted by mail or email to the following:

Amanda King, Human Resources
PO Box 308
Dawson City, Yukon Y0B 1G0
hro@cityofdawson.ca

Salary & Benefits:

Non-Union management position

Salary range of **\$83,702 - \$100,259** plus benefits, in accordance with the *Management Employment Bylaw*.

We thank all applicants, but only those selected for further consideration will be contacted.

To learn more about our community and what we have to offer please visit our website at www.cityofdawson.ca