

POSITION PROFILE

Events and Recreation Manager	
Dept: Education & Recreation	Reports To: Education & Recreation Director
Staff: Youth Program Coordinator, Cooks, Casual Recreation Staff	Revision Date: May 2025
PURPOSE	
The Events and Recreation Manager oversees public VGFN events and recreation programs in Old Crow, and provide support to organize smaller events for citizens and staff in Whitehorse, and leads a team to deliver engaging and diverse programming that encourages participation to meet the recreation and wellness needs of citizens of all ages.	
KEY PERFORMANCE AREAS	
1. <i>Manages the day-to-day operations and department staff. Organizes team activities, communicates work goals, develops plans to accomplish goals, evaluates progress, and distributes information. Promotes capacity development through performance evaluation, encourages individual development, and supports personnel issues and problem solving.</i> 2. <i>Assists the Director to develop and manage financial resources including annual budget and expenditures, contracts, variance reports, and the administration and financial reporting of programs. Identifies opportunities to access external funding and submits proposals, manages projects, and follows through with final reports. Manages all financial activities including purchase orders, cheque requisitions, travel expenses, event receipts and employee time sheets.</i> 3. <i>Develops an annual calendar of VGG community events and seeks feedback and approval from the Director, Associate Executive Director, Executive Director and Council to confirm dates.</i> 4. <i>Develops monthly recreational programming for VGFN citizens including but not limited to indoor and outdoor youth activities and sports, elder activities as well as cooking, art, and cultural activities.</i> 5. <i>Evaluates programming by tracking enrolment and participation trends, client satisfaction and other performance measures. Ensures such data is applied to decision-making regarding offerings and scheduling and introduces improvements and/or new ideas to facilitate citizen engagement and participation.</i> 6. <i>Oversees the operation of the Darius Elias Community Hall, including the weight room, community hall kitchen, the Youth Centre, outdoor sports and recreation areas, and acts as the primary point of contact for clients, vendors and VGFN. Coordinates event bookings by communicating the venue's availability and, allocating resources (kitchen and casual staff), and recording reservations and booking information.</i> 7. <i>Oversees the preparation of service agreements between service providers and VGFN to secure the venue.</i> 8. <i>Engages volunteers and staff to ensure the maintenance of recreation infrastructure (e.g., ski trails, ball field youth centre) are ready for activities. Submits work orders to request maintenance as required.</i>	

9. <i>Works closely with the school senior administration to organize afterschool activities and weekend activities at the School gymnasium</i> 10. <i>Promotes community events and ensures recreational programs and services are communicated to the public through a variety of channels, including posters and social media.</i> 11. <i>Collaborates with community members, partners (e.g., RCMP) and funding agencies to discuss recreation needs, supports, and to identify opportunities and challenges. Leads information sessions and public meetings regularly to engage citizens and communicate plans. Responds to citizen concerns as they arise.</i>	
ACCOUNTABILITY & IMPACT	
• Department staff are engaged, supported and productive. • A trusting and collaborative relationship exists with colleagues, Citizens, and external partners. • Departmental workplans are achieved to provide viable and creative recreation programming. • Community hall availability and bookings are effectively planned and coordinated. • High participation and engagement from Citizens and the community. • Management receives accurate information to make informed decisions. • Strong financial management and ability to identify funding program opportunities. • The VGG Standards of Conduct are modelled and promoted.	
FINANCIAL CONTROL	
Annual budget under direct control of this position:	Moderate (<\$500K)
Other responsibilities & influences:	Sole authority to sign contracts and purchase orders < \$5k.
WORKING CONDITIONS	
Environment:	Work is in a normal office environment where there are few undesirable conditions, at various buildings and locations to deliver activities. May provide occasional programming outdoors.
Physical:	Occasional moderate physical activity
Hazards/equipment:	Exposure to stress, emotional fatigue, physical and verbal abuse, and threats from clients experiencing negative reactions, and who may be disturbed, violent and/or under the influence of various substances.
Travel:	As required to attend training & meetings
<i>This document is intended to describe the general nature of the position and not to be a full inventory of tasks. The incumbent will undertake a variety of work within the position's scope to align with and contribute to the organization's mission.</i>	

POSITION COMPETENCY PROFILE

Knowledge & Experience	• Post-secondary training in recreation or related, or an equivalent combination of experience and training • Experience delivering community recreation services and programs; in an indigenous community is an asset • Experience in program planning, evaluation, and resource and financial management • Experience leading and managing teams • Experience building partnerships with community resources and external contacts to promote the wellbeing of families and citizens.
Behavioral Competencies	• Strategic thinking and planning • Developing others • Achieving results • Decision making • Communication • Service orientation • Collaboration • Self-awareness • Respect and Integrity • Confidentiality
Conditions of Employment	RCMP Criminal Records Check with vulnerable sector Ability to operate ATVs and Snowmachines