



OPPORTUNITY
PROFILE

DIRECTOR PARKS RECREATION & CULTURE

www.portalberni.ca



THE ORGANIZATION: CITY OF PORT ALBERNI

In the heart of Vancouver Island, connected by the sea, wrapped in a blanket of emerald moss, and cloaked in ancient history sits Port Alberni, a vibrant waterfront community with over 20,000 residents. Located within the traditional unceded territories of Tseshaht and Hupačasath First Nations, Port Alberni provides stunning nature views featuring the majestic Beaufort Mountain Range, the 48-kilometer long Alberni Inlet and the protected wetlands of the Somass River Estuary. It boasts terrific outdoor recreational opportunities and provides an excellent quality of life for residents and visitors.

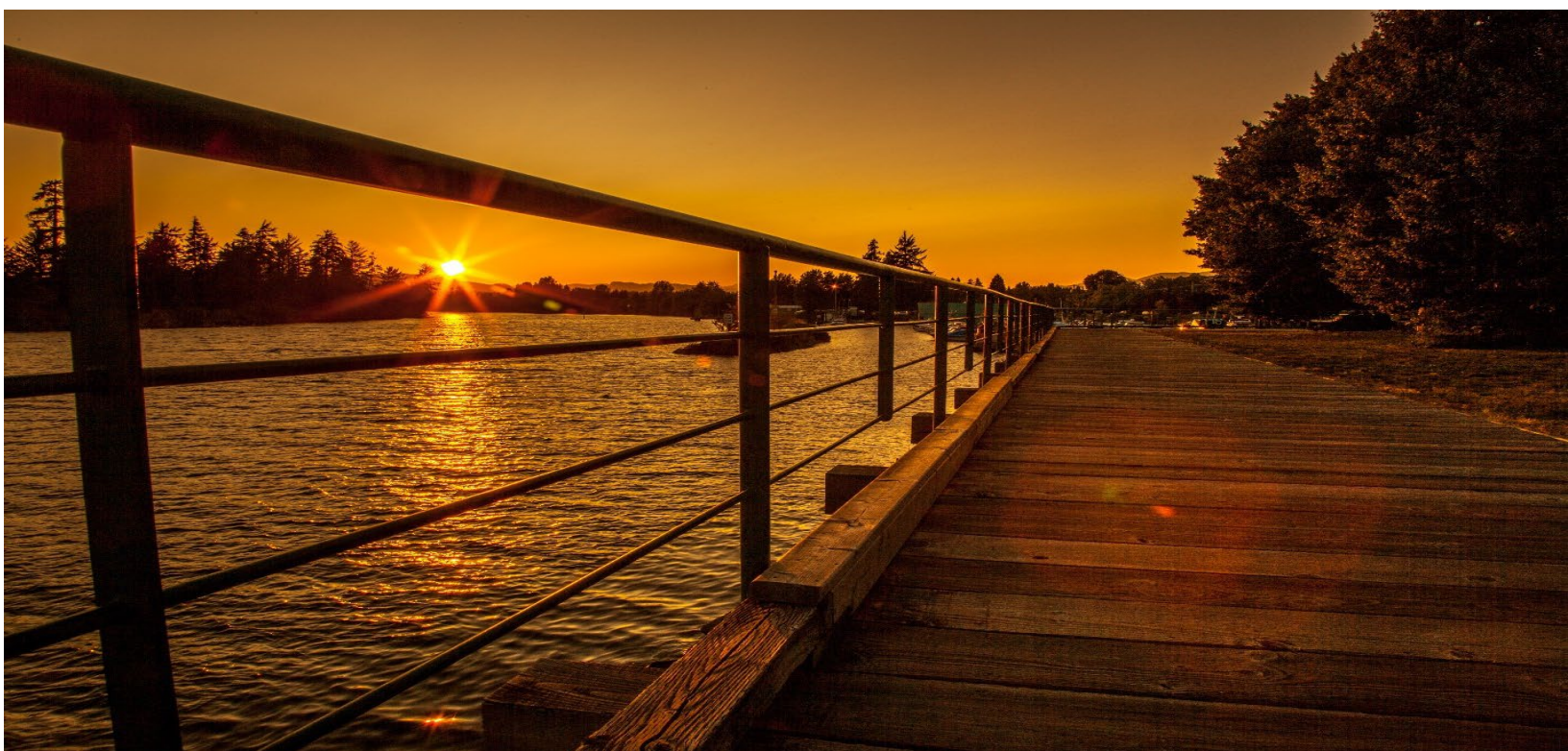
Port Alberni is the gateway to the Barclay Sound, and features North Island College, a state-of-the-art secondary school, hospital, and a well-developed mix of municipal recreational facilities. The community is minutes away from significant and diverse outdoor recreation opportunities including lakes, rivers, fishing and endless walking and biking trails. While forestry and related manufacturing have long been the mainstay of the Port Alberni economy, recent growth in tourism, marine industry, aerospace, the arts, and clean technologies is bringing new residents and innovative ideas to this beautiful valley. To learn more about Port Alberni, please visit portalberni.ca, chooseportalberni.ca, hupacasath.ca and tseshaht.com.

The City is committed to enriching the quality of life of residents by creating a vibrant waterfront community, while holding firm to those qualities that make Port Alberni a unique and highly desirable place to live. This is a community proud of its heritage and excited about the future.



THE OPPORTUNITY: DIRECTOR OF PARKS, RECREATION and CULTURE

The City is seeking a new Director of Parks, Recreation and Culture to join its leadership team. Reporting to the Chief Administrative Officer, this position will lead the City's parks, recreation and culture teams to ensure the delivery of high-quality programs and services. We are looking for an experienced leader who is a results-oriented team player, has strong financial and business acumen, and is excited about working in a community that has many exciting projects ahead.



ILLUSTRATIVE EXAMPLES OF WORK:

- Plans, organizes, coordinates and directs parks, recreation and culture operations, services and programs
- Develops and implements plans and policies to accommodate the City's current and future needs and requirements for parks, recreation and culture services.
- Supervises directly and through subordinate staff the work of employees engaged in parks, recreation and culture operational and maintenance activities.
- Liaises with contractors, consultants, developers, government officials, other outside agencies and the public.
- Prepares and presents capital and operating budgets; exercises control over expenditures
- Develops and implements new and improved work methods and procedures and reviews and evaluates all operations, services and programs.
- Attends Council, committee and other meetings; presents reports on departmental activities and projects
- Prepares and presents plans, policy recommendations, reports, agreements, records and correspondence; provides a variety of information and assistance to public groups and organizations related to policies, services, programs and facilities.
- Develops long-range objectives, plans and programs for the department, and provides advice and direction in preparation or revision of specific bylaws.
- Assists in hiring, disciplinary matters, layoffs and terminations, as well as in processing employee grievances, arbitration hearings and related labour relations matters.
- Participates in and leads safety and other meetings of staff on matters related to departmental work.
- Establishes, promotes and maintains effective public relations and contact and liaison with external parks, recreation and culture authorities and organizations.





THE CANDIDATE:

The Director of Parks, Recreation and Culture is an experienced and skilled leader who has a proven track record of delivering results and who is interested in being part of a dynamic team. The ideal candidate will have an inclusive and collaborative leadership style, strong financial and business acumen, a strategic and innovative approach, and a high level of political astuteness.

KNOWLEDGE, SKILLS & ABILITIES:

- Extensive knowledge of the methods, procedures, principles and practices involved in administering a public parks, recreation and culture department.
- Extensive knowledge of the policies, rules, by-laws, objectives and regulations governing the department.
- Ability to plan, coordinate and supervise, directly and through delegation, the work of department staff.
- Ability to administer and direct operations and diversified programs and provide a high degree of effective leadership.
- Ability to prepare capital and operating budgets, and administrative reports related to department operations, programs and services.
- Considerable knowledge of the occupational hazards applicable to department operations and of effective safety control methods.
- Ability to establish and maintain effective working relationships with a wide variety of groups, including City staff, elected, business and union officials and representatives, and the general public.
- Ability to communicate effectively, facilitate groups, and promote public involvement in community development projects and initiatives.
- Ability to develop, interpret and implement policies and regulations required in the administration of the department.

PREFERRED QUALIFICATIONS, TRAINING & EXPERIENCE:

- Bachelor's degree in Recreation Administration, Physical Education, or Community Development, or a related discipline, and considerable related experience at a senior level. A relevant combination of education and experience in the area of Community Development, Recreation and Culture may be considered.

TO APPLY:

For additional information, including a full job description, please go to portalberni.ca/employment-opportunities.

Qualified candidates may apply by forwarding a resume and cover letter by 4:30 pm on June 9, 2025.

The salary range for this position is \$145,989 - \$167,521, and includes a comprehensive benefit package and flex day work schedule.

