

Job Information

Job title	Park Use Coordinator	Job Code: PKUSEC	Pay Grade: P
Title of immediate supervisor	Manager of Community Development and Business Systems		
Department/Division	Parks, Recreation & Community Services / Parks		
Prepared by	E. Riccius		
Date Created	April 16, 2019	Revised date	Feb 28, 2023

Job Purpose

With a focus on relationship building, this position liaises with a variety community partners including sports user groups, negotiates, and implements partner projects and agreements, and manages and reports on partnership related activities. Develops and implements policies related to park use services. The position leads policy development and modernization related to park permitting process allocation, and fees with internal and external stakeholders. Using best practices, this position evaluates existing park use system, create new agreements with park users, provides feasible recommendations to enhance existing, and plan for future parks uses.

Duties and Responsibilities

- Negotiates and drafts, implements, and manages formal agreements with a wide variety of park user groups.
- Acts as the District's agent in managing projects proposed and conducted by the community, including ensuring appropriate, approvals are in place, documenting decision making consulting with a variety internal and of work units and communicating regularly with community partners.
- Develops, and communicates levels of service for a variety of park facilities and services.
- Develops policies related to park and facility use, including park permitting, fees and allocation.
- Represents the Parks Division and the District of Saanich at external meetings with external agencies and other levels of government.
- Influences others (including stakeholders, staff and the public) to garner beneficial outcomes in the public interest.
- Provides recommendations to decision makers and implements change management practices to modernize processes and agreements for park user groups.
- Prepares reports for Council as they relate to community development, park use programs and partnerships.
- Interprets and explains related municipal policies, bylaws or other regulations and makes recommendations for improvements to decision makers.
- Develops funding and delivery models to increase efficiencies and to modernize program and service delivery.
- Manages use and maintenance of park facilities by community groups and park users.
- Manages community partnerships, projects and reports out to senior management and decision makers.
- Conducts research and analysis to align parks services with service levels and to improve community partnerships.
- Facilitates planning as it relates to park and facility use.
- Responds to inquiries and complaints, monitors use and compliance with policies and procedures and Saanich's bylaws.
- Coordinates communications related to park use for a variety of media, including social media and website updates.
- Performs other related duties as required.

Qualifications

- Degree in community development, recreation, public administration or other related field.

- Four years of combined experience in public administration, policy development, change management, leading people, including volunteers, managing capital projects and special events, agreements or capital projects, preferably in a government setting.
- Proficient in using Microsoft office, Teams, and digital collaboration tools.
- Experience using, social media, and other software including permitting, volunteer or file management database software.
- International Association of Public Participation training and experience an asset.
- Excellent written and oral communication skills.
- An equivalent combination of education and experience may be considered.
- Valid Class 5 BC Driver's Licence and a personal vehicle that meets the requirements described in the Transportation policy, available for use as and when required.

Physical Requirements

Minor physical activity required.

Working Conditions

Works in an office environment and in a variety of settings in parks and sports facilities.