



Date: July 30, 2003

TO: Board Members - Parks and Recreation
FROM: General Manager - Parks and Recreation
SUBJECT: Administrative Report - New Regular Positions

RECOMMENDATION

THAT the Board approve the establishment of one (1) regular full-time Community Youth Worker position for Renfrew Park Community Centre, and one (1) regular part-time Building Service Worker position for Douglas Park Community Centre, as described in Appendix I. The classification of these positions is subject to review by the General Manager of Human Resources.

POLICY

The Global Budget arrangement with the City allows the Board to establish staff positions at its discretion if funds are in place.

BACKGROUND

The Building Service Worker position at Douglas Park Community Centre was identified as part of a regular staff review of the work performed by regular and auxiliary employees to determine if changes to work hours, duties and employment status are required. These hours have been worked by one employee on an auxiliary basis for two years.

The Community Youth Worker position at Renfrew Park Community Centre was identified through a prioritization and review process by the Youth Advisory Committee, which consists of Community Association representatives, the Coordinator of Youth Services, and the VanEast Manager of Recreation Services. For the past several years, Renfrew Park Community Centre has had an auxiliary Youth Worker employed up to 30 hours/week, funded jointly by the Park Board and Community Association; an additional financial contribution from the Association will enable the creation of a regular full time position.

DISCUSSION

The following are definitions for the classes of employees referred to in this Report:

- Regular full-time employees are employed on a full-time basis for a particular class of position for an indefinite period of time
- Temporary full-time employees are employed on a full-time basis for a definite and limited period of time
- Regular part-time employees are employed on a regular part-time schedule of weekly hours which are less than the number constituting full-time employment, for an indefinite period of time
- Auxiliary employees are any employees not classified as regular full-time, regular part-time or temporary full-time.

The regular part-time Building Service Worker position for Douglas Park Community Centre is being established to regularize this position based on the current organization requirements at that facility. The creation of this position will provide a comparable level of service to other community centres of similar size.

The regular full-time Community Youth Worker position for Renfrew Park Community Centre will provide consistent, qualified leadership in addressing the identified need for expanded youth services in the community.

FUNDING

The funding required for these positions will come from existing auxiliary staff budgets for the respective facilities; there will be no net increased cost to the Board.

The Renfrew Park Community Association has agreed to provide replacement funding for auxiliary staff up to \$20,000 annually, which will enable the transfer of Park Board funding to create the regular full-time Community Youth Worker position.

Prepared by:

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GL/rml

APPENDIX I

RECOMMENDED POSITION CHANGES

<u>Facility</u>	<u>Current Position Classification</u>	<u>Recommended Position Classification</u>
Douglas Park Community Centre	Building Service Worker I Pay Grade 13 Auxiliary	Building Service Worker I Pay Grade 13 Regular Part-time .61 FTE
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Renfrew Park Community Centre	New Position	Community Youth Worker Pay Grade 20 Regular Full Time