



**Date: May 31, 2001**  
**TO: Board Members - Parks and Recreation**  
**FROM: General Manager - Parks and Recreation**  
**SUBJECT: RECREATION STAFF POSITION CHANGES**

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## **RECOMMENDATION**

**THAT the Board approve the establishment of five Supervisor of Recreation positions and the elimination of four Community Recreation Co-ordinator II positions and the Roundhouse Community Arts and Recreation Co-ordinator position.**

## **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 Board's organization structure prior to 1995 included three levels of Community Recreation Co-ordinator (CRC) positions. Through bargaining the 1997-99 CUPE 15 Collective Agreement the lower two levels were collapsed into one CRC I classification at pay grade 25. The other higher level positions at major recreation complexes were classified as CRC II and remained at pay grade 27.

The Board's present organization structure includes the following Recreation Co-ordinator positions which are included in the Collective Agreement with CUPE 15 Union:

5 Community Recreation Co-ordinators II  
- Killarney, Kerrisdale, Riley Park, West End, Britannia

1 Community Arts & Recreation Co-ordinator  
- Roundhouse

15 Community Recreation Co-ordinators I  
- Douglas Park, Dunbar, Kitsilano, Marpole-Oakridge, Sunset, West Point Grey, Champlain Heights, Hastings, Kensington, Mt. Pleasant, Renfrew, Strathcona, Thunderbird, Trout Lake, False Creek

6 Recreation Services Co-ordinators

- Arts & Multiculturalism, Special Events & Filming, Special Needs, Playing Fields, Sports & Fitness, Youth

The CRC II positions and the Roundhouse Community Arts & Recreation Co-ordinator position have comparable levels of responsibility and therefore have been classified at the same paygrade, with the Roundhouse position being more specifically focused on services related to the Arts. The CRC I positions and the Recreation Services Co-ordinator positions also have comparable levels of responsibility to each other and have been classified at the same pay grade.

In addition there are two Recreation Co-ordinator positions that are presently excluded from the Union:

- the Co-ordinator of Aquatics position was created in 1976 with excluded status required in order to manage human resources issues related to both CUPE 15 (Indoor Lifeguards) and CUPE 1004 (Outdoor Lifeguards)
- the Ray Cam Community Recreation Co-ordinator position became excluded from the CUPE 15 Collective Agreement as part of contract bargaining the 1994-96 Memorandum of Agreement, in order to manage the separate RayCam Collective Agreement for Day Care Workers. It was agreed that the City would not use this exclusion as precedent to exclude other Community Recreation Co-ordinators.

When the Board's management structure was reorganized through New Directions in 1998, the role and function of the Recreation Co-ordinator positions were not included but rather were deferred for a future review, which is now the subject of this Report.

The 6 Community Services Co-ordinator positions (formerly part of Central Recreation Services) have been the subject of a study over the past year. A separate staff report with recommendations on the restructure of these positions/services will be provided for consideration by the Board at a later date.

## **BACKGROUND**

The Board's new management structure includes a Manager of Recreation Services in each of the three Districts. Experience over the past two years has indicated the need for additional management support for recreation services at the community, district, and department levels in the following areas:

- Human resource management for over 250 regular recreation staff ie. hiring, discipline, grievances, coaching, training and development. The number of staff and complexity of operations at each of the major recreation complexes require an on-site excluded supervisor to relieve the District Recreation Managers of human resources - related responsibilities at these sites.
- Policies and procedures for program delivery ie. community centres, aquatics, fitness, rinks, seniors, youth
- Community Association/ user groups/liaison and support. The Association have

identified that the District Recreation Managers' ability to provide management support to local communities has been stretched too thin by the number of community centres for which they are now responsible. The added Supervisor position will broaden the base of required support available to communities in each District.

- Facility development & improvement
- Labour/management issues
- Health and safety issues, policies and procedures. These responsibilities have expanded in the past year to meet new management requirements in WCB Regulations.

It is proposed that five new management positions be created to perform the above functions. These Supervisor of Recreation Services positions will be based at the Roundhouse, Killarney, Kerrisdale, Riley Park and West End Community Centres where they will be assigned full management responsibilities for the operation of these major recreation complexes. The Supervisors will also be assigned management duties related to district/department issues, projects and committees.

In turn, the present Recreation Co-ordinator positions at these five locations as described in Appendix B (see below) will be deleted.

The objectives of the above proposed changes are:

- to improve services by increasing the recreation management resources available to respond to needs of the department, districts, staff teams and the communities.
- to establish an on-site excluded Supervisor at five of the major recreation complexes to handle management functions with full authority and accountability.
- to eliminate the conflict of interest situations presently experienced regularly by Co-ordinators on Union/Management issues related to human resources ie. hiring, discipline, grievances.

The Job Profile for these Supervisor of Recreation Services positions (see Appendix A below) has been reviewed by the General Manager of Human Resources and the job functions were considered to be consistent with those of exempt positions. Salary pay grades for the positions will be subject to classification by Human Resources.

The Supervisor of Recreation Services positions will be filled initially by an internal competition involving only the four staff presently occupying the Community Recreation Co-ordinator II positions. There is presently a vacant Co-ordinator position at the Roundhouse Community Centre so one Supervisor position will become available for posting and selecting through regular competition. It is anticipated that the classification and hiring process for all five positions will be completed by the end of July 2001.

Funding for the proposed changes will be secured through elimination of the five Recreation Co-ordinator positions and, subject to classification review, if there is a difference in salary costs it will be covered through re-allocations within existing District staffing accounts.

## **SUMMARY**

The creation of five Supervisor of Recreation positions is an extension into recreation services of the decentralized management model initiated by New Directions. The positions will provide management functions/support in the Districts at field staff level where they can respond quickly and most effectively to department and community needs.

Prepared by:  
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## **APPENDIX A**

### **Vancouver Park Board**

## **JOB PROFILE**

**Position:** Supervisor of Recreation Services

### **Overview**

Reporting to a District Manager of Recreation Services, this position is responsible for working as the primary Park Board representative and an effective team leader in the coordination, development and management of recreation facilities programs and staff in assigned communities.

### **Key Duties/Responsibilities**

The Supervisor of Recreation Services ensures customer satisfaction and positive labour relations within assigned communities and facilities, while delivering cost effective services and increasing revenues.

- Manages and supervises staff directly and through subordinate supervisors; responsible for hiring and promotion of staff, discipline and recommendation for discharge, performance review/coaching and the authorization for work schedules including overtime and vacation.

- Administers provisions of applicable collective agreements; acts as management's representative in the step 1 grievance process and represents the employer at arbitrations as required.

- Provides leadership in the resolution of disputes.
- Identifies staff development needs and implements appropriate training strategies.
- Provides management representation and leadership on city and district program development/policy assignments; represents managements on special and ad hoc committees such as labour management and OH&S.
- Provides input into the Employer's bargaining proposals related to recreation services including strike contingency planning.
- Supervises and takes responsibility for the plant maintenance and the health and safety of clients and staff of assigned recreation facilities.
- Prepares and monitors facility budgets; provides input to annual budget planning and projections and prepares related reports throughout the fiscal year to Association and Board as required; recommends alternative service models, revenue sources and/or efficiency gains.
- Develops and implements day to day operating procedures at assigned facilities.
- Recommends and assists in the development of relevant policies and procedures and ensures compliance by relevant parties; interprets, implements assigned policies.
- Liaises and fosters positive relations with community associations, within assigned area, attending regular community association meetings and resolves issues within scope of responsibility.
- Develops positive working relationships with community groups and agencies.
- Advises Community Association boards and committees on matters pertaining to the community centre operation including matters related to their financial and human resources.
- Participates in the planning and development for recreation services and facilities.
- Provides leadership to City-wide and district services as required.

### **Key Customers**

Community Associations  
 External Agencies  
 Park Board Commissioners and Staff  
 Community Centre Users  
 Recreation and Facility Staff  
 General Public

## Qualifications

Considerable supervisory experience gained through a minimum of five years of progressively more responsible positions in the area of Parks and Recreation with an emphasis on community development and service delivery.

University graduation in Recreation or a related discipline, including or supplemented by courses in recreation education and business administration or, an equivalent combination of education and experience.

Proven ability to take on management responsibilities.

Demonstrated skills and competencies including financial and human resource management; planning, organization and project management; leadership; team development; conflict resolution; coaching and facilitation; customer service; and, excellent verbal and written communication skills.

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## APPENDIX B

### Positions to be Eliminated

POSITION	LOCATION	POSITION NO.
Community Recreation Coordinator II	Kerrisdale C.C.	50007600
Community Recreation Coordinator II	Killarney C.C.	50007614
Community Recreation Coordinator II	Riley Park C.C.	50007688
Community Recreation Coordinator II	West End C.C.	50007782
Community Arts & Recreation Coordinator	Roundhouse C.C.	50007805