



Centre Manager - Downtown Victoria Y (Victoria, BC)

Vacancies: 1

Position: Permanent Full-Time

Placement: October 2019

Hours: 35 hours per week (flexible schedule required)

Salary Range: \$53,000-\$72,000/year

Situation:

The YMCA-YWCA of Vancouver Island is a dynamic charitable organization whose mission is to enhance individual and community potential through participation, learning and leadership. With over 135 years of serving Victoria and the surrounding communities, the YMCA-YWCA is a member Association of both YMCA Canada and YWCA Canada.

Nature and Scope:

The Downtown Y is one of three Health, Fitness and Aquatics (HFA) centres operated by the YMCA-YWCA of Vancouver Island. As a member of the senior leadership team reporting directly to the Director of Operations - HFA, the Centre Manager provides leadership to the day-to-day operations of the HFA centre. The current Downtown Y branch is a 63,000 square foot fitness facility, featuring a pool, gymnasium, racquetball courts, cardio and strength equipment, childminding area, childcare centre, and runs a variety of programming to various departments within the YMCA-YWCA of Vancouver Island. The Centre Manager will be a part of an exciting new transition for the Downtown Y, as the centre prepares to move to a new Downtown Y location in 2025 (downtown Victoria location TBD).

The ideal candidate is a dynamic individual who is able to lead a progressive staff team, has strong relationship building, influencing and coaching talents, has a strong background in program and has the flexibility to work a variety of shifts including evenings and weekends when required. This permanent full-time position is entitled to a YMCA-YWCA individual membership, 22 days vacation, and a cost-shared benefits package (after completion of the probationary period) which includes:

- Medical (MSP coverage; eligible after one month)
- Health Care, Drug Plan, Dental, Vision, EAP
- Extended Health Care
- Life Insurance
- YMCA Canada Pension Plan (eligible after one year)

Responsibilities

- Responsible for successful operation of core operations and meeting targets in all key areas including performance, financial, registration levels, sales, risk, quality, staffing, and contribution level
- Develop and manage operational budgets; analyse and interpret financial statements and variances to guide operational decisions
- Develop, manage and monitor HFA annual operating plan in support of Association strategic plan
- Required to provide direct delivery support to operations (i.e. serving customers at the Membership Desk, supporting/leading Fitness, Aquatics or Child & Youth programming based on certifications)
- Allocate material, human and financial resources to implement organization policies and programs
- Adhere to and maintain Y policies and practices; ensure compliance with legislative requirements and industry standards; and manage effective health, safety, security and risk management policies and procedures

- Ensure Y Canada initiatives are implemented and standards met including Child Protection and SAM 2.1
- Implement and monitor quality measures; take corrective action when deficiencies are identified
- Support Annual Strong Kids Campaign and other Funds Development opportunities
- Support recruitment, retention and performance management strategies to develop an effective team
- Coach and develop supervisory staff
- Other responsibilities as assigned

Qualifications:

- University Degree in Recreation, Business Administration or combination of related education and experience
- 5 - 7 years' management experience and demonstrated success in recreation leadership, preferably in a charity/not-for-profit environment, Y experience is preferred
- Experience in opening a new fitness facility (or similar) is considered an asset
- A proven track record of managing a large staff team, multiple departments and diverse complement of programs
- YMCA Canada Leadership/Management Development programs and/or similar training/certification
- Strong expertise in fiscal management, human resource management, risk management and fund development skills
- Demonstrated strong written, verbal and presentation communication skills
- Working knowledge of ActiveNet or other registration software and Microsoft Office
- Current Standard First Aid and CPR-C required
- Clean Police/RCMP Criminal Reference Check with Vulnerable Sector Screening required

Competencies:

- Business orientation: Develops, plans and takes action with a view to developing programs and services that will generate results
- Leadership: Guides, motivates and inspires self and others to act to achieve desired outcomes.
- Relationship Building and Collaboration: Builds positive interactions both internally and externally to achieve work related goals.
- Service orientation: Deliberately identifies and creates opportunities to enhance each and every individual's Y experience
- Teamwork: Actively builds teams and encourages open relationships for maximum organizational effectiveness.

To Apply: Please send a cover letter and resume to:

Human Resources
YMCA-YWCA of Vancouver Island
Email: hr@vancouverislandy.ca

Please Note:

- 1. Application Deadline:** Tuesday, September 24, 2019 at Noon
- 2. Please indicate in your cover letter how you heard about this position.**
- 3. Applications will be short-listed for interviews as they are received.**
- 4. Internal YMCA or YWCA applicants are expected to inform their supervisor prior to application.**
- 5. We thank all applicants, but only short-listed candidates will be contacted.**

The YMCA-YWCA of Vancouver Island is an equal opportunity employer.