



## Centre Manager - Westhills YMCA-YWCA (Langford, BC)

**Position:** Permanent Full-Time

**Placement:** April 2025

**Hours:** 35 hours per week (flexible schedule required)

**Salary Range:** \$65,000-\$85,000/year

### About the YMCA-YWCA Vancouver Island

The YMCA-YWCA of Vancouver Island is a multi-dimensional charity with a vision for *Healthy people building strong communities*. Across multiple locations and different program areas that include health, fitness and aquatic facilities as well as childcare, housing support, youth development, Healthy Living, Y Mind and our 1200-acre Camp Thunderbird outdoor centre, we have been serving Vancouver Island for almost 150 years. Building on the unique strength of our Association in both YMCA Canada and YWCA Canada Federations, we are a leading nonprofit organization in our region.

### Why should you join our team?

Our Westhills Y is the newest Health, Fitness and Aquatics (HFA) centre, opened by the YMCA-YWCA of Vancouver Island in 2016 in close collaboration with the local municipality. This 60,000 sq ft facility serves one of Canada's most rapidly growing and changing regions in the Westshore communities north of Victoria, BC. In a building on the edge of Langford Lake, shared with the local library branch and Conservatory of Music as well as a Childcare Centre, our Y includes a beautiful Aquatic Centre (featuring a leisure wave pool, lazy river, therapy pool, lane pool, water features, and two water slides) as well as a large Fitness Centre, Functional Fitness room, Fitness Studio and multi-purpose rooms where we deliver a range of programs. As a member of the senior leadership team reporting to the Director of Operations - HFA, the Centre Manager provides leadership to the day-to-day operations of the HFA Centre and serves as liaison to local members and partner organizations.

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, sick leave (per policy) and a cost-shared benefits package (after completion of the probationary period) which includes:

- Health Care, Drug Plan, Dental, Vision, EAP
- Extended Health Care
- Life Insurance, LTD and AD&D
- YMCA Canada Pension Plan (eligible after one year)

## **What does this role look like at YMCA-YWCA Vancouver Island?**

### **The Westhills Y Centre Manager's duties and responsibilities include:**

- Responsible for the successful operation of core business areas 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 Safeguarding and The Y Way.
- Implement and monitor quality measures; take corrective action when deficiencies are identified.
- Support the Annual Fundraising 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.

### **What qualifications are we looking for?**

- 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 or not-for-profit environment, Y experience is preferred.
- A proven track record of managing a large staff team, multiple departments, and a diverse complement of programs.
- Y Canada Leadership/Management Development programs or similar training/certification preferred.
- Demonstrated expertise in fiscal management, human resource management, fiscal 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.
- Clear Police/RCMP Criminal Reference Check with Vulnerable Sector Screening required

## **What qualities do we look for in YMCA-YWCA Vancouver Island Staff and Volunteers?**

**The Westhills Y Centre Manager will model and is committed to the following 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 YMCA-YWCA experience.
- Teamwork: Actively builds teams and encourages open relationships for maximum organizational effectiveness.

### **IMPORTANT APPLICATION INFORMATION:**

#### **To Apply:**

Please send your cover letter and resume to: **Human Resources**

**Email:** [hr@vancouverislandy.ca](mailto:hr@vancouverislandy.ca)

- The deadline for applications is **Thursday, March 27, 2025**.
- Applications will be short-listed for interviews as they are received, so be sure to apply early!
- Please mention how you heard about this position in your cover letter.
- We appreciate all applications, but only short-listed candidates will be contacted.

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