



File Number: 6004-8-70

EMPLOYMENT OPPORTUNITY

Competition #: HQO-17-131

Open to: This Category II position is open to all interested parties.

National Recreation Manager – Programs and Policies

Non-Public Funds
Personnel Support Programs
Headquarters - Ottawa
Permanent Full Time Position

Who We Are:

CFMWS is committed to enhancing the morale and welfare of the military community, ultimately contributing to the operational readiness and effectiveness of the Canadian Armed Forces (CAF). We pride ourselves on being part of the Defence Team. For more information on who we are, please visit us at www.cfmws.com.

Job Summary:

Under the direction of the Senior Manager, Recreation Programs, the National Recreation Manager – Programs & Policies plans, organizes, manages, controls and evaluates the operations of national recreation programs and services including the Deployed Operations' recreation programs. She/he conducts research and develops national policies related to recreation programs, aquatics, third location decompression and risk management. She/he provides advice and consulting services to recreation operations in the design, development and administration of recreation programs and activities. The National Recreation Manager conducts risk management assessments, advises on mitigation strategies and creates activity waivers. She/he organizes, administers and facilitates national recreation training for Bases/Wings and Deployment Operations.

Qualifications:

Bachelor's degree in, Recreation Management, Leisure Studies, Physical Education, Sports Administration, or a related field AND some years of experience in sports and recreation administration or in a related field
OR

College diploma or certificate in Recreation Management, Leisure Services, Physical Education, Sports Administration, or a related field AND several years of experience in sports and recreation administration or in a related field
OR

A demonstrated equivalent combination of education, training and/or experience. This includes but is not limited to demonstrated military education, training or experience

AND

HIGH FIVE Qualification

Language requirement: Bilingual Essential

Second Official Language Proficiency (English and French Essential)	
<i>Reading Comprehension</i>	3
<i>Written expression</i>	2
<i>Oral interaction</i>	3

Level: N/A(No proficiency), 1(Basic), 2(Functional), 3(Advanced), 4(Professional)

Posted / Affiché le : 4 December 2017 / 4 décembre 2017

Expires / Date de clôture : 15 December 2017 / 15 décembre 2017



Experience Requirements:

- In planning, organizing, evaluating, and coordinating the operations and delivery of recreation and aquatics programs
- In applying policies, procedures, regulations, and applicable legislation
- In developing, interpreting, and editing programs and policies
- In recreation program design and evaluation
- In budget administration
- In personnel administration
- In business planning
- In planning and organizing the delivery of workshops, symposiums, and clinics
- In using software for word processing, spreadsheets, presentations, databases, e-mail, and Internet browsing

Benefits Available:

Competitive Benefits including Defined Benefit Pension Plan & Savings plans (TFSA, RRSPs), Educational Assistance, Fitness facility, CANEX Privileges.

Salary: \$72,940 - \$85,850 per annum

Relocation: Relocation benefits will not be provided

Conditions of Employment:

- The incumbent may be required to be available during evenings and weekends
- This position may require some international travel

Security: Reliability Status

NPF employees must demonstrate the following shared competencies: client service, organizational knowledge, communication, innovation, teamwork and leadership.

Employment Equity: NPF is strongly committed to building a skilled and diverse workforce reflective of Canadian society. Therefore we promote employment equity and encourage candidates to voluntarily self-identify on their application if they are members of a designated group (i.e. a woman, an Aboriginal person, a person with a disability or a visible minority).

Start Date: 29 January 2018

Posting Date: 4 December 2017

Application Deadline: 23:59 hrs Pacific Time on 15 December 2017

Application Submission: Submit resume to NPF HR Office quoting competition # HQO-17-131. Email: recruiting@cfmws.com or online: www.cfmws.com.

We thank all applicants in advance for their interest in this position, however, only those selected for an interview will be contacted.