



Job Posting

Regional District of Central Kootenay
Nelson, BC & Various Locations

RECREATION CLIENT SERVICES BUSINESS COORDINATOR

FULL TIME, BENEFITTED

Under the general supervision of the Regional Manager – Recreation and Client Services, the Recreation Client Services Business Coordinator (RCSBC) is a member of the Community Services Team. The RCSBC develops the administrative and software system processes and workflows to ensure excellent client services are delivered effectively and efficiently. This goal is accomplished by working cohesively and cooperatively with the software Consultant as well as IT and Community Services staff.

The RCSBC works with facility teams to oversee the implementation of regional district directives and initiatives, and ensures standardization of Community Services business processes & practices around the regional district.

REQUIRED KNOWLEDGE AND ABILITIES:

- A solid understanding of recreation programming and recreation administration would be considered an asset
- Significant organizational skills, highlighting attention to detail
- Demonstrated ability to form strong working relationships, collaborate with others and gain consensus in group settings
- Proven ability to prioritize, while working under pressure and time constraints
- Proven ability to develop and deliver effective training
- Proven ability to maintain the utmost confidentiality and an ability to act with a high degree of diplomacy, tact and professionalism
- Proven ability to collect, analyze and provide recommendations based on complex information
- Ability to consider the long-term impacts to decisions from multiple perspectives and the views points of various stakeholders
- Strong technical writing skills

To apply please complete our online application which can be found here: [Employment Application](#).

REQUIRED QUALIFICATIONS:

- 2-year diploma in Business Administration or similar
- Three years' experience in an administrative role or similar, including significant process development experience in a collaborative team environment
- Training and experience in the Office 365 Productivity Suite.
- Experience working directly with recreation software, or similar database management experience
- Valid B.C. Driver's License and safe driving record
- Satisfactory Criminal Record
- Standard First Aid

This is a full-time term position of 35 hours per week and offers a comprehensive benefits package including paid vacation time, extended health and dental coverage and a generous pension plan. The normal hourly rate is \$33.57 but ranges between \$32.11- \$36.49 per hour, dependent on experience.

This posting along with a detailed job description can be found on our website at www.rdck.ca/jobs. Applications will be accepted until **9:00 am, Friday, July 5, 2024**.

Thank you for your interest in working with the Regional District of Central Kootenay. All submissions will be acknowledged although only those individuals shortlisted to participate in the interview/testing process will be contacted. This posting may be used to fill other similar positions within the RDCK over the next six months.

For more information contact:~
humanresources@rdck.bc.ca | 250.352.1515
or visit rdck.ca/jobs to apply