

Posting #22-094EM

Manager, Northern Sport Centre Northern Sport Centre Term (June 2022 to December 2023), Full-Time

Purpose:

Reporting to the Director of Business Services and Continuing Studies, the Manager, Northern Sport (NSC) Manager will be responsible for day to day leadership, coordination, program development and delivery, and human resource management for the NSC.

The Manager is responsible for the develop of revenue generating activities as well as management of unionized staff, supervising external contractors, and reporting to Northern Sport Centre Limited (NSCL) board of directors. In addition, this position fosters relationships with external stakeholders, such as, local sport organizations, NSC members, and UNBC to develop new revenue streams that align with the NSC strategic plan.

Responsibilities:

Specific duties include but are not limited to:

- Coordination of NSC resources, including scheduling staff, equipment, and facilities to ensure that internal and external events, programming, and activities are professionally delivered with optimal revenue generation and minimal impact on the NSC and its users;
- Management of human resources functions, including recruitment, coaching, discipline, and performance evaluation;
- Leadership, direction, and coordination for program development and delivery;
- Identification and development of new revenue generating opportunities;
- Development, implementation and monitoring of accountability and safety measures for all operational activities and projects;
- Assistance to the Director of Business Services with annual budget preparation;
- Development and implementation of budgetary controls;
- Overseeing overall facility operation and maintenance management initiatives;
- Overseeing membership and event management initiatives;
- Overseeing Service Excellence initiatives; and
- Other duties as may be reasonably assigned.



Qualifications:

The successful candidate will possess an undergraduate degree in Business, Recreation, Facility Management or a related discipline, together with a minimum of 5 years of experience involving supervisory and administrative responsibilities, and coordinating events or programs in a multipurpose facility. An equivalent combination of education and experience will be considered. Candidates must have the ability to prioritize, multitask, and be proficient in a range of desktop applications such as word processing, database, spread sheet, and publishing software. Excellent interpersonal and organizational skills, proven leadership skills and supervisory abilities are all critical. Strong verbal and written communication skills are essential.

Salary:

Salary is commensurate with qualifications and experience.

UNBC offers an excellent benefit package, as well as employee training and development opportunities. For more details please see <http://www.unbc.ca/human-resources/employee-benefits>.

Normal hours of work will be Monday through Friday, 8:30 am to 4:30 pm. Some flexibility in work schedule is expected in order to meet on-call requirements and oversee staff and activities/events that take place outside of traditional hours.

Our Commitment to Diversity and Employment Equity

The University of Northern British Columbia is fully committed to creating and maintaining an equitable, diverse, and inclusive environment that is accessible to all. We are devoted to ensuring a welcoming, safe, and inclusive campus free from harassment, bullying, and discrimination. This commitment is woven into our motto and mission. In the Dakelh language, UNBC's motto 'En Cha Huná translates to "they also live" and means respect for all living things. Through the respect for all living things, we are able to grow and learn better together, each bringing our own unique individual differences and contributions to inspire leaders for tomorrow by influencing the world today.

Employment equity requires that we remove barriers and overcome both direct and indirect discrimination. In this way, the pool of excellent candidates increases substantially. All qualified applicants will receive consideration for employment without regard to race, colour, religion, sex, place of origin, age, physical disability, mental disability, sexual orientation, gender identity, and any other prohibited grounds of discrimination as outlined in the BC Human Rights Code.

About the Community

Since its founding in 1990, the University of Northern British Columbia (UNBC) has emerged as one of Canada's best small research-intensive universities, with a passion for teaching, discovery, people, and the North. UNBC's excellence is derived from community-inspired research, hands-on learning, and alumni who are leading change around the world.

Since time immemorial, Indigenous peoples have walked gently on the diverse traditional territories where the University of Northern British Columbia community is grateful to live, work, learn, and play. We are committed to building and nurturing relationships with Indigenous peoples, we acknowledge their traditional lands, and we thank them for their hospitality. UNBC's largest campus in Prince George is located on the traditional unceded territory of the Lheidli T'enneh, in the spectacular landscape near the geographic centre of beautiful British Columbia.



UNBC consistently ranks in the top three in its category in the annual Maclean's university rankings. UNBC also recently placed among the top five per cent of higher education institutions worldwide by the Times Higher Education World University Rankings.

With a diverse student population, the University is friendly, inclusive, and supportive. Prince George is a city of ~80,000 people with impressive cultural, educational, and recreational amenities. For more information about living and working in Prince George, please refer to <http://www.unbc.ca/experience> and <https://moveupprincegeorge.ca>. Make your mark with this leading post-secondary institution.

To Apply

The University of Northern British Columbia is committed to employment equity and encourages applications from the four designated groups (women, Indigenous peoples, persons with disabilities, and members of visible minorities) as well as the 2SLGBTQ+ communities and individuals with intersectional identities.

Persons with disabilities, who anticipate needing accommodation for any part of the application and hiring process, may contact UNBC Health & Wellbeing at wellbeing@unbc.ca. Any personal information provided will be maintained in confidence.

Please forward your resume and proof of education quoting competition [#22-094EM](#) to:

Human Resources, University of Northern British Columbia,
3333 University Way, Prince George, BC, V2N 4Z9

Email submissions: HRecruit@unbc.ca
Inquiries: (250) 960-5521

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. We thank all applicants for their interest in UNBC however, only those applicants selected for further consideration will be contacted.

Preference will be given to applications received by 4:30pm on Monday, May 23, 2022. The position will be open until filled.

