



## IDENTIFICATION

Department	Position Title	
Municipal and Community Affairs (MACA)	Facility Programs Specialist	
Position Number	Community	Division/Region
21- 15013	Yellowknife	Sport, Recreation and Youth

## PURPOSE OF THE POSITION

The Facility Program Specialist position is responsible for assisting with the creation, management and implementation of Department of Municipal and Community Affairs (MACA, or the department) policy and programs that support community government sport and recreation infrastructure, buildings and outdoor spaces that improve the well-being of community residents and move towards a goal of healthy, sustainable NWT communities.

## SCOPE

The position is based in Yellowknife and reports to the Manager, Community Services. The division plays a key role in assisting territorial and community governments in achieving a goal of healthy, sustainable communities. It also contributes to creating a territory-wide base of youth and volunteers who contribute to positive lifestyles in their communities.

MACA is responsible for the development and maintenance of community governments, responsive and responsible to the residents, with sufficient legal authority and resources to carry out community responsibilities, to provide public programs and services essential to good community life and to deal effectively with other government organizations. The Department is also responsible for protecting the interests of consumers. The Department accomplishes this mandate through supporting capable, accountable and self-directed community governments in providing a safe, sustainable and healthy environment for community residents.

MACA is highly decentralized in the delivery of its programs and services. Its regional offices operate in a complex environment serving remote and often isolated communities with limited capacity, extreme weather conditions, short construction seasons, challenging seasonal transportation logistics and close proximity to an active political environment.



The position is accountable for the implementation of departmental policies and programs which can have a significant positive impact on sport and recreation organization effectiveness and individual citizen experience with programming. The position assists with relations with other departments, governments and non-government agencies.

The position is responsible for providing expert advice to support community government development and operation of sport and recreation infrastructure. Community infrastructure is costly and the incumbent assists in ensuring that expenditures are well planned and will meet the needs and demands of the community for years to come.

The position ensures that all contribution policy and other program processes are performed as outlined in GNWT financial and administrative regulations and acts, other relevant departmental policies and guidelines. The incumbent assists with development of and adherence to risk management processes particularly for programming related to community sport and recreation infrastructure. The incumbent is responsible for assisting with the Department's role in the supporting the broader mandate of the GNWT.

## **DIMENSIONS**

The position is responsible for assisting with an annual O&M budget and contribution budget of \$2.5 million. The incumbent also has a direct impact on community government capital and operations expenditures related to recreation.

## **RESPONSIBILITIES**

### **1. Provide expert advice and support to regional staff and community governments on the development, implementation and management of community government sport and recreation infrastructure to improve the quality of programs offered in those facilities and extend their useful life:**

- Provide technical advice including but not limited to:
  - Facilitation and support for community government development of capital investment plans for sport and recreation infrastructure,
  - Inspections of community sport and recreation infrastructure,
  - Facilitation and support for community governments in developing operational and asset management plans for sport and recreation infrastructure.
- In cooperation with regional staff, provide technical support and advice on project management, contracting and technical matters in planning and implementation of community sport and recreation infrastructure projects including but not limited to,
- Lead the development of advice and assistance protocols and resources for community recreation facilities, specifically the unique operational requirements



related to swimming pools, arenas, gyms and community halls, canteens and outdoor facilities.

**2. Provide expert advice related to capital planning and facility maintenance management at the community level to improve the quality of programs offered in those facilities and extend their useful life:**

- Develop advice and assistance protocols and resources to enable better understanding by other MACA staff with responsibilities for community capital planning and maintenance management systems of the unique operational and planning requirements related to swimming pools, arenas, gyms and community halls, canteens and outdoor facilities.

**3. Provide expert advice related to the distinct community planning requirements for recreation resulting in healthier, safer, more accessible communities:**

- Provide advice and assistance to other MACA staff with responsibilities for community planning on the important role community design can play in promoting healthy and safe environments.
- Provide advice and assistance provided to community governments on the distinct community planning requirements for recreation on the important role community design can play in promoting healthy and safe environments.

**4. Assist in the development policy and programs related to community recreation facility services to improve the quality of programs offered in those facilities and extend their useful life:**

- Provide advice and assistance to the Manager on:
  - The development of new and revised facility operations systems,
  - Effective management of operations budgets,
  - Energy savings tools, systems and practices,
  - Maintenance management support,
  - Training of maintenance and custodial personnel,
  - Access options and designs for persons with disabilities,
  - Risk Management practices for community sport and recreation infrastructure.

**5. Assist in the development of policy and the provision of advice and assistance in community planning and shared use of community government and school facilities resulting in healthier, safer, more accessible communities:**

- Support the development of tools and resources that support community planning and its impact on the development of built environments that support and encourage healthy living and safe communities,



- Support the development of policies and tools that encourage the shared use of community government and school facilities for the benefit of all community residents.

**6. Assist with managing relationships and activities related to MACA's support for traditional Indigenous games and physical literacy to reinforce the importance of cultural values and the physical wellbeing of residents:**

- Coordinate the development and acquisition of tools and equipment related to Traditional Games programming.

**7. Implement research and evaluation initiatives that result in improved quality of policies and programming resulting in increased benefits to residents and healthier communities:**

- Evaluate one major Divisional program annually,
- Coordinate research on community recreation project priorities,
- Facilitate research and evaluation with national strategies.

**8. Implement effective human resource development to support youth leadership development and help youth choose to become positive contributors to society and consider careers in the public service:**

- Assist in identification and mentoring of youth who may be interested in pursuing sport, recreation or physical activity careers,
- Assist in developing and implementing regional MACA staff training plans,
- Coordinate the Division's responsibilities related to the School of Community Government in the development and delivery of the Recreation Facility Operator Training Programs.

**9. Support effective implementation of the Accountability Framework to improve the quality of local programming and increased benefits to residents:**

- Assist with the implementation and interpretation of the Department's Accountability Framework with community governments,
- In coordination with Headquarters specialists, provide professional advice and assistance on refinements to and the future development of the Accountability Framework and related evaluation and measurement tools.
- Provide professional advice and assistance to community governments in effectively utilizing the Accountability Framework as it relates to local sport and recreation facility operations.



## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands.

### **Environmental Conditions**

No unusual conditions.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

Occasionally (15% of time), the position may be required to respond to issues that can be politically charged and involve non-government organizations, residents, and community governments, Indigenous governments and organizations or other levels of government. Travel may be required which can disrupt home life.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of public recreation, sport, volunteer and youth systems in the NWT,
- Knowledge of program planning, leadership training and facility planning principles and procedures,
- Knowledge in the capital planning and operations for recreation facilities,
- Knowledge of legislation, roles and responsibilities of elected councils, recreation committees and recreation staff,
- Knowledge of evaluation processes and procedures and their use in adapting programming.
- Skills working in small groups as a leader/facilitator,
- Skills in capital planning and facility operations,
- Financial management skills (SAM, Excel spreadsheets, Contribution Program Management),
- Computer skills (DIIMS, work processing, PowerPoint),
- Communications skills (written, verbal and plain language),
- Interpersonal skills - demonstrating awareness of cultural and language differences and in dealing with youth facing social and health issues.
- Strong mentoring skills.
- Ability to analyze community recreation and sport facility problems,
- Ability to consider the options and develop alternative solutions for problems,
- Ability to motivate others to take action,
- Ability to manage time, set priorities and make decisions,



- Active listener,
- Strategic thinker,
- Work in a team environment.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace.

**Typically, the above qualifications would be attained by:**

Completion of a Bachelor's degree in recreation or sport or a related field of study and three years directly related experience including experience in recreation facility planning, management and operations,

Equivalent combinations of education and experience will be considered.

**ADDITIONAL REQUIREMENTS**

**Position Security** (check one)

No criminal records check required  
 Position of Trust – criminal records check required  
 Highly sensitive position – requires verification of identity and a criminal records check

**French language** (check one if applicable)

French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B)  Intermediate (I)  Advanced (A)

READING COMPREHENSION:

Basic (B)  Intermediate (I)  Advanced (A)

WRITING SKILLS:

Basic (B)  Intermediate (I)  Advanced (A)

French preferred

**Indigenous language:** Select Language

Required  
 Preferred