

## **NATURE AND SCOPE OF WORK**

This position oversees the organization and leadership of the Recreation Department, including facility maintenance and recreation and cultural programming. The Manager of Recreation provides leadership and administrative direction to staff and coordinates the development and implementation of a wide range of community recreation opportunities.

## **DUTIES AND RESPONSIBILITIES**

The key duties and responsibilities of the Manager of Recreation include:

- Provides leadership and direction to staff in the planning, coordination, development, and implementation of recreation programs and services for the District, including, but not limited to: arena, aquatics, fitness, sports field, and arts and cultural activities for all ages and members of the community;
- Oversees the hiring, selection, supervision, and evaluation of supervisors and programmers; and facilitates opportunities for learning and growth through training, coaching, and mentorship of the recreation team;
- Analyzes and evaluates community, facility, and program administration needs to ensure that the department provides the best possible service;
- Administers public relations, marketing, promotions, and advertising for the department;
- Develops the annual operating budget and manages program operations in a fiscally responsible manner;
- Budgets, coordinates, and manages capital projects, mostly related to the upgrade and maintenance of the REC Centre, but may from time to time include other municipal facilities;
- Provides guidance to departmental staff in mediating and finding constructive solutions to issues, requests, and complaints;
- Development of departmental policies, procedures, and initiatives which support a safe, healthy, and positive workplace culture of collaboration, respect, trust, innovation, and continued improvement;
- Maintains excellent communications with internal and external stakeholders to build relationships and partnerships to enhance the delivery of services for the community;
- Keeps the Chief Administrative Officer informed on all matters pertaining to department programs and services;
- Attends Council and Committee meetings as required;
- Performs related work as required.

## **REQUIRED KNOWLEDGE AND SKILLS**

- A thorough knowledge of comprehensive recreation programming for all age groups, abilities, and varied interests;
- Ability to work effectively and cooperatively with employees, representatives of other agencies, and the public;

# MANAGER OF RECREATION JOB DESCRIPTION

- Independent judgment and initiative is required in combination with sound abilities in management, budgeting, and interpersonal relationships;
- Ability to plan, administer, and direct diversified recreation programs and provide a high degree of effective leadership;
- Ability to develop program policies and procedures and generate administrative reports covering program operations, services, and proposals;
- Excellent communication skills to manage customer and public relations, conflict and complaint resolution, and community partnership initiatives;
- Experience in the areas of arts, culture, and public asset management would be considered an asset.

## QUALIFICATIONS AND EXPERIENCE

The ideal candidate will have:

- A University Degree in Recreation, related specialty, or other applicable combination of training or experience in recreation services and/or recreation facilities management;
- Three to five years experience in a management, leadership and/or supervisory position in a local government recreation department including experience in the planning, development, implementation, and evaluation of a wide range of public recreation programs and services;
- Experience in managing an operational budget and capital projects.