

# Director of Recreation and Community Services

## Job Description



**Status and Reporting Protocol:**

This is a full time permanent (non-bargaining unit) position which reports directly to the CAO.

**Qualifications:**

The Director of Recreation and Community Services must have completed a degree or diploma in physical education or community recreation. A business degree or degree or diploma in facilities management, or a combination of practical experience and academic background in either of these areas would be an obvious asset. Specific skills and experience in the area of community recreation program development are essential, and knowledge and skills in facilities management and event planning are tremendous assets. This individual must have a valid driver's license, and due to the nature of the work, must possess excellent inter-personal skills and good verbal and written communication skills. Preference will be given to candidates with the most suitable combination of academic qualifications and pertinent experience in the areas of responsibility outlined below.

**Rationale:**

This is a senior management position which assumes primary responsibility for the development and operation of the Town's recreational programming and community events, and for the management and ongoing maintenance of the Town's recreational facilities, parks, trails, and open spaces. The purpose of this job description is to generally outline the duties and responsibilities of this position. It is not meant to be limiting or all inclusive.

**General Overview:**

This position is generally responsible for the development and delivery of all recreational programming for residents of all ages within the town. The Director is also responsible for ensuring that all recreational buildings, facilities, parks, trails, and open spaces are properly maintained and suitable for safe and proper use by the public. While responsibilities associated with this position appear to be in two broad areas of recreational program development and facilities management, there are a number of other areas of responsibility for which this position assumes an important leadership role, and these have been specifically outlined in the Scope of Work outlined for this position. Other reasonable duties assigned by the CAO and/or Council which relate directly to the areas of responsibility outlined for the Director of Recreation and Community Services also apply.

## **Scope of Work:**

1. Program Development and Support
2. Facilities Management
3. Budget Preparation and Financial Controls
4. Coordination of Special Events
5. Other Duties and Responsibilities

### **1. Program Development and Support**

- Provides continuous and ongoing oversight and support for recreational programming and community events offered by the Town to serve the needs of residents of all ages
- Develops and implements recreational programs, services, and activities that engage residents of all ages and interests
- Devises ways to help keep residents involved in recreational programs and activities aimed at increasing participation in active living, sport, fitness, healthy living, and community recreation activities.
- Puts forth recommendations to Council for consideration of new recreation programs as may be required to maintain interest and participation levels of residents.
- Oversees programs and activities taking place at the Town's recreational facilities to ensure safe and proper usage, and addresses concerns as soon as they are discovered or reported.
- Prepares reports and updates on all recreational facilities (both indoor and outdoor) to ensure that all buildings and facilities are safely and adequately maintained for the enjoyment and use of residents and user groups.
- Prepares a weekly work plan for all recreational support staff and other grant employees, and otherwise supervises the activities of the Town's full-time, part-time, and seasonal recreational and facilities staff.
- Works with schools, youth groups, and other clubs and organizations within the town which support youth based activities to get young people more actively engaged in recreational and leisure activities for youth.
- Partners with community, regional, and provincial sport governing bodies and groups to represent the interests of Marystown, and to represent the Town in various regional and provincial competitions

- Ensures residents are aware of various programs and activities available for their participation and involvement at the regional and provincial level, and promotes the active involvement of residents of all ages in such recreational, athletic, or leisure time activities.
- Is responsible for the preparation of recreational program brochures or calendars which highlight the Town's programs and events related to sport, recreation, and community events.
- Devises ways (including use of the Town's website and other electronic media) to inform the public about special events or scheduled community events, and encourage participation and involvement from the public to support such activities.
- Provides outreach to the town's youth to encourage their involvement in community based programs and activities to improve their skills and confidence, and to provide a means to support youth who may need additional support or direction.
- Investigates other municipal jurisdictions to help identify effective youth and community based programs that maintain high levels of support, interest, and participation among youth in the community.
- Encourages seniors to become actively involved in community events and programs aimed at increasing their participation in activities geared towards improved socialization and active living.
- Supports the implementation of programs for aging adults that increases opportunities for age appropriate activity.
- Is responsible for ordering supplies and equipment needed to run the Town's recreational programs and properly maintain its facilities and recreational infrastructure.
- Represents the Town on various regional, provincial, and national committees and boards aimed at expanding professional development and learning opportunities in the area of community recreation.
- Monitors the participation and support of various recreational programs and events, and gauges the interest of various individuals and user groups on their rates of subscription and support for various programs and activities.
- Participates in relevant professional development and training approved by Council aimed at improving community recreation initiatives.

## 2. Facilities Management:

- Develops a long range plan for the Town's recreational facilities and implements a preventative maintenance program for all recreational equipment, facilities, fields, parks, and open spaces within the town.
- Works with minor sports groups, leagues, and other community recreation organizations to coordinate use of the Town's parks, playing fields, buildings, and other recreation facilities
- Works with staff and various user groups to ensure the Town's recreational facilities are properly prepared for users and are being properly maintained for safe usage.
- Coordinates grant funding applications related to recreational programming, summer student grant funding, leadership grants, job creation programming, and other initiatives aimed at increasing staffing levels and support for the Town's recreational programs and facilities.
- Researches potential provincial and federal funding opportunities and municipal infrastructure funding aimed at improving and/or expanding the Town's recreational facilities.
- Assigns and schedules recreational staff (including the arena staff and staff for the Town's pool and recreation complex), and is responsible for proper orientation and training of all recreational staff and volunteers.
- Assists in the recruitment, hiring, and supervision of seasonal employees and student summer grant employees as approved by Council and as provided through various funding initiatives.
- Is responsible for training and supervising staff, community groups, and volunteers who support special events or scheduled community events sponsored by the Town.
- Coordinates the development of various print media, brochures, publicity, and advertising aimed at promoting the Town's recreational programs and community events.
- Assists in the coordination of marketing strategies and advertising aimed at improving awareness and increasing usage of the Town's recreational programs and facilities.
- Coordinates the hiring of professional staff to run programs and ensure proper maintenance and care of facilities by contracting cleaning services and/or

providing cleaning staff for all recreational buildings and facilities owned and operated by the Town.

- Is responsible for the maintenance of the Town's recreational buildings, facilities, parks, playing fields, trails, and recreational open spaces and reports to the CAO and to Council on their condition.
- Assumes overall responsibility for the administration, maintenance, and care of Town owned recreational facilities and for ensuring that they are properly staffed to effectively run programs that meet the needs of residents (as approved by Council).

### **3. Budget Preparation and Financial Controls**

- Prepares an annual operational budget for the CAO's consideration and subsequent approval by Council outlining the various recreational programs and program needs, complete with a detailed breakdown of the proposed costs of administering and operating recreational programming in the Town.
- Submits detailed budgetary information for any proposed new programs being considered for inclusion, complete with a rationale to support the program's implementation and the costs associated with establishing and operating the program on an annual basis.
- Is responsible for the development of rental schedules, fees, and guidelines for the use of various community recreational facilities, and for financial reporting and accountability based on rental subscription and usage.
- Maintains an annual budget for the Town's beautification program including maintenance of the Town's parks, trails, public walkways, track and field facility, and beautification of other open spaces throughout the town.
- Ensures that various recreational staff are aware of and compliant with approved spending procedures and follow proper protocols when ordering materials, replenishing supplies, effecting repairs to recreational equipment or facilities etc., and ensures that all areas of recreation programming and facilities management are within the budget approved by Council.
- Is responsible for preparing an annual capital budget for ongoing maintenance and repairs to the Town's recreational buildings, facilities, and equipment.

- Puts forth recommendations for Council's consideration for any proposed expansion of recreational facilities or for repairs or replacement of equipment or facilities within the recreation department.
- Has input from a recreational programming and facilities perspective into proposals/feasibility studies for the building of new recreational facilities as may be required, and puts forth recommendations for layout and design of these new facilities to maximize the benefit(s) of recreational facilities for the use of residents of all ages.
- Helps ensure that recreational programs and facilities are user friendly and inclusive and works to eliminate accessibility issues relating to the Town's public recreational facilities.
- Assesses the budgetary implications of maintaining or introducing new recreational programming for residents of the town, and helps ensure the Town is prepared to meet the needs of its aging population (as well as other groups) by providing programming that meets the needs of residents of all ages.
- Provides ongoing financial reports on the various recreational programs and community events sponsored by the Town, and puts forth recommendations for Council's consideration regarding their continuation, revision, or cancellation (as required).
- Assists in the preparation and maintenance of an asset ledger for all recreation tools and equipment.
- Prepares tenders and/or quotes for all recreational equipment and resources relating to recreational facilities, programming or community events.

#### **4. Coordination of Special Events:**

- Acts as staff liaison in the coordination and implementation of the Town's special events programs and tourism initiatives.
- Represents the interests of the Town in the coordination and administration of the Town's special events schedule, and provides ongoing updates to Council on progress and participation in the promotion of special events or regularly scheduled community events sponsored or supported by the Town.
- Provides information, knowledge, and expertise to any individuals or groups wanting to organize a special event within the town.

- Provides logistical support for the various facilities, venues, or concert sites available for use within the Town for special events.
- Acts as liaison with various individuals, groups, church organizations, and service clubs to help coordinate support programs and initiatives aimed at increasing community participation and involvement in special events.
- Assists in devising ways for various businesses and commercial operators, as well as local community groups and organizations to benefit directly from special events sponsored by the Town.
- Assists in the recruitment of personnel and community volunteers required for special events.
- Keeps the CAO, Council and other staff informed of the progress and planning of all special events scheduled within the Town.
- Works closely with public works staff to plan and prepare sites, and to ensure that all venues, concert sites, etc., have been adequately prepared for the safe usage and enjoyment of all participants.
- Coordinates meetings with various government funding agencies and provides assistance to support projects identified and approved by Council and various special events committees or private entrepreneurs.
- Works in conjunction with local RCMP, fire department and other community groups, volunteers and emergency personnel to ensure their participation, and to ensure that proper security and safety measures are in place to meet the demands and to deal with unexpected emergencies at events sponsored by the Town.
- Works with the CAO and Director of Finance and Administration to ensure that there is adequate insurance and liability coverage for all individuals and groups involved in organizing and/or running special events on behalf of the Town.
- Prepares summary reports and financial analysis for the CAO, Director of Financial Operations and Administration, and to members of Council related to the recreation budget.

## **5. Other Duties and Responsibilities:**

- Participates and supports Council and the Town's management team in all recreation or community based initiatives identified and approved by Council.



- Provides opportunities for training and professional growth and development for recreational staff as required or approved by Council.
- Develops policies and procedures relating to all recreational programs, facilities, and related usage, and ensures that these are shared and understood by various individuals and user groups.
- Establishes goals and sets priorities for recreational initiatives, and works with the Town's recreational staff and community groups to help ensure they are achieved.
- Respects the privacy and confidentiality of information shared in the course of carrying out one's responsibilities as Director, and does not breach this confidentiality and trust by divulging or sharing personal or confidential information other than as intended when the information was provided.
- Ensures there are adequate reporting and monitoring protocols and other internal controls in place relating to recreational programs and facilities.
- Performs other reasonable and related duties as assigned by the CAO within the broad areas outlined in this job description, and provides additional support as necessary or directed by the CAO in the event of a strike or job action by the Town's unionized employees.

***The signature of the employee indicates that he/she has seen the job description, and has had the opportunity to seek clarification on any of the duties or responsibilities outlined for this position.***

\_\_\_\_\_ Date: \_\_\_\_\_  
(Employee)

\_\_\_\_\_ Date: \_\_\_\_\_  
(CAO)