Job Posting

Manager of Recreation Programs & Services

The Manager of Recreation Programs & Services is key to providing ample and quality recreational, physical activity, and leisure opportunities to residents in and around the community of Springhill in particular, and to some extent in the overall Municipality as well. It is anticipated the Manager's responsibilities may be expanded to other areas of the Municipality as resources permit.

The Manager has overall responsibility for the Municipality's recreation facilities, playing fields, parks, and open spaces. This responsibility includes the operation, maintenance, improvement, promotion, and marketing of those assets, which are primarily located in the Springhill area, including the Dr. Carson and Marion Murray Community Centre, the adjacent Lions Park amenities (ball fields, tennis and basketball courts, playgrounds, trails and the outdoor skating rink), the Hilltop Playground, and recreation facilities in Parrsboro.

Please visit our website at www.cumberlandcounty.ns.ca for a detailed position description and pay scale.

The position competition closes Friday, September 9, 2022 at 2:00 pm.

Please forward your resumes to:

Municipality of the County of Cumberland
Kellie Seaman, Human Resources Generalist & Safety Advisor
1395 Blair Lake Rd
Upper Nappan NS B4H 3Y4

kseaman@cumberlandcounty.ns.ca

*Clearly mark your resume "Manager of Recreation Programs & Services"

MUNICIPALITY OF THE COUNTY OF CUMBERLAND

Position Description

Manager of Recreation Programs & Services

Recreation & Community Services Department

Overview

The Manager of Recreation Programs & Services is key to providing ample and quality recreational, physical activity, and leisure opportunities to residents in and around the community of Springhill in particular, and to some extent in the overall Municipality as well. It is anticipated the Manager's responsibilities may be expanded to other areas of the Municipality as resources permit.

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The Manager is responsible to ensure that all work, activities, and programs are carried out in a way that ensures the health and safety of the public and employees of the Municipality.

As a member of the Management Team, the Manager of Recreation Programs & Services provides advice and recommendations to Municipal Council and participates in a variety of initiatives not necessarily related to the core responsibilities of this position.

The positions directly reporting to the Manager include Active Living Coordinator, Reception Cashier/Administrative Assistant, Teen Centre Coordinators, Marketing Officer, Community Centre Maintenance Lead Hand, Crossing Guards, Courier.

This position reports to the Director of Recreation & Community Services.

Outcomes & Key Responsibilities

Ample, high quality, safe recreational, physical activity, and leisure opportunities are provided to residents using the Municipality's recreational facilities and parks.

- Ensure the necessary long term and short-term plans and budgets, including goals and priorities, are developed and implemented;
- Ensure the staffing resources need are in place and properly trained and motivated; and
- Ensure the facilities and parks are well supplied and maintained.

Staff working at the Community Centre and maintaining the Municipality's outdoor recreation facilities and parks consistently demonstrate superior customer service and a robust health and safety culture.

- Ensure all relevant legal requirements (e.g. the Occupational Health and Safety Act and related regulations, the Smoke-free Places Act, the Health Protection Act, the Food Safety Regulations), as well as the relevant Municipal policies and procedures (e.g. the Safety Policy, the Health and Safety Program, the Volunteer Policy) are complying;
- Ensure that all staff and volunteers are properly trained and have all required certifications;
- Ensure that the kitchen and canteen are properly equipped;
- Ensure appropriate records and preventative maintenance programs are established and maintained; and
- Ensure the support, training, and teamwork needed to achieve these outcomes are in place.

Council and senior management are kept informed of the significant programs and initiatives undertaken by the Manager and reporting staff, including the results of those activities.

- Provide Council and senior management with regular reports of initiatives, programs, and other activities, including the results in terms of user and participant statistics;

- Ensure all communications and reports, whether prepared personally or by other staff reporting to the Manager, are clear, concise, and comprehensive.

The Community Centre and adjacent amenities are well promoted and marketed, including rentals and sponsorships, to ensure participation and revenue streams are maximized and operation of the Centre is sustainable.

- Manage the Marketing Officer to ensure the development and implementation of short and long-term plans, including marketing and communications, consistent with municipal and provincial strategies; and

- Engage individuals, teams, volunteers, and organizations in the programs, initiatives, and activities offered through the Municipality's facilities and parks.

Finances related to recreational facilities and parks are well managed and accurately reported.

- Develop and implement accurate and complete budgets;

- Use the Municipality's accounting system and software, including SAP to their full advantage in the preparation of budgets and regular reports; and

- Link financial plans and reports to strategy and policies.

Qualifications and Skills

University Degree in Recreation, Facility Management, or a related field.

Minimum 3 – 5 years recreation facility management experience.

Excellent written and oral communication skills.

Records management experience in a computerized environment.

Occupational Health and Safety training including WHMIS, First Aid, and CPR.

municipality of cumberland

Terms and Conditions of Employment

The Municipality has an approved salary scale for this position. Placement and incremental increases on this scale are based on qualifications, experience and demonstrated ability to perform the responsibilities of this position.

The Municipality's Personnel Policy should be referred to for additional information regarding conditions of employment.

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
$71,000	$73,625	$76,250	$78,875	$81,500	$84,125