



**TOWN OF NACKAWIC
DIRECTOR OF RECREATION & PARKS**

JOB DESCRIPTION

POSITION TITLE: Director of Recreation & Parks

REPORTS TO: Chief Administrative Officer

POSITION SUMMARY: This full time, permanent position is part of the Town Administration and considered non-union. The Director of Recreation & Parks is responsible for the day-to-day management, administration and delivery of recreation, cultural and wellness programs and services. The Director is also responsible for the new marina operations.

SCOPE:

Reporting to the Chief Administrative Officer, the Director of Recreation & Parks will oversee all recreation, parks and marina operations. He/she will be responsible for recreation services, programs and associated special events planning.

The Director of Recreation & Parks will be responsible for the management and daily operations of the department, including planning, scheduling and directing employees of duties and tasks. The Director will oversee the maintenance of the recreation and marina facilities, waterfront area, parks and playgrounds, nature trail, recreation vehicles and equipment. He/she must also respond to concerns and complaints of residents in a positive and courteous manner.

DUTIES AND RESPONSIBILITIES:

Recreation and Parks Facilities & Grounds:

- Ensure that recreation facilities are operated and maintained effectively and safely.
- Perform inspections and coordinate the maintenance and repairs to playgrounds, ball fields, tennis courts, basketball court, nature trail, waterfront and marina area.
- Assess the recreation, cultural and wellness needs and desires of the community.
- Schedule and plan recreation, cultural and wellness programs to ensure activities and events are made available to residents of all ages in the region.
- Organize celebrations and community events, ie. Canada Day

- Recruitment of volunteers to assist in the successful delivery of recreation, cultural and wellness programs, special events, etc.
- Collaborate with community organizations and recreation partners of the region to deliver recreation, cultural and wellness programs and special events.

Facility Operations:

- Maintain general knowledge of the arena operations such as ice and ice plant, zamboni operations, etc.
- Plan ice schedule, propose ice rates and book all ice rentals during winter operations.
- Collaborate with various organizations utilizing the recreation facilities.
- Make recommendations for any upkeep, maintenance and capital projects for consideration.
- Ensure inspections are completed and are documented as per regulations.
- Oversee the rental operations of the arena canteen.
- Inspect, maintain and make repairs to marina facilities, including building, docks, etc.

Supervise Municipal Employees:

- Manage the daily operation of the department including planning, scheduling and delegating work.
- Provide leadership and guidance to staff, casual employees and summer students.
- Promote team work and a positive and healthy work environment.
- Provide opportunities for employee development and training.
- Ensure work place safety is practiced.
- Evaluate employee performances.
- Take corrective action when required.

Administration of the Recreation Department:

- Prepare department annual budgets for consideration, including capital assets.
- Manage department expenditures.
- Produce monthly activity reports for Council.
- Participate on the Recreation Committee and attend meetings. Attend Council meetings as requested.
- Access funding and prepare proposals for recreation grants.
- Establish preventative maintenance schedules.
- Prepare plans for short term projects and manage applicable projects.
- Maintain Recreation and Marina inventories.
- Provide reports to government agencies, departments and other organizations as required.
- Ensure records are maintained.

KNOWLEDGE, SKILLS & ABILITIES:

Knowledge

The incumbent must have proficient knowledge in the following areas:

- Management and the operation of recreation, sport and leisure programs.
- Preventative and predictive maintenance programs.
- Knowledge of arena ice operations.
- Knowledge of marina operations.
- Event planning and organizing.
- Marina, parks and playgrounds and building maintenance and repair.
- Experience in coordinating and working with volunteers.

Skills

The incumbent must demonstrate the following skills:

- Team leadership and management and supervisory skills.
- Ability to handle difficult and stressful situations with good judgement and discretion.
- Contract Management skills.
- Analytical and problem-solving skills.
- Decision making skills.
- Effective written and verbal communication skills.
- Excellent computer skills (Microsoft Office, Excel, Outlook).

Personal Attributes

The incumbent must also demonstrate the following personal attributes:

- Well organized, demonstrate time management, ability to multi-task and meet deadlines.
- Be flexible and able to work irregular hours from time to time.
- Demonstrate a dedication to the position and the public.
- Demonstrate tact, diplomacy and discretion.
- Strong interpersonal skills.

This is an important management position. Incumbent with a Recreation and Parks Degree is preferred and considered an asset. Other equivalent training and experience will also be considered. Minimum 5+ years previous experience related in recreation management and supervisory capacity is required. Must possess a valid driver's license.

HOURS OF WORK, SALARY AND BENEFITS:

- Salary range is \$55,000 - \$65,000

- Location of work is Nackawic arena and regular hours are as per administrative staff.
- Excellent Benefits and Pension Plan as per Town of Nackawic’s Personnel Policy.

CERTIFICATION:

I certify that I have read and understand the responsibilities assigned to this position.

Employee’s Signature: _____

Printed Name: _____

Date: _____

The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

Chief Administrative Officer’s Signature: _____

Date: _____