



Employment Opportunity:

Position Title:	DIRECTOR OF RECREATION AND COMMUNITY DEVELOPMENT
Reports to:	Chief Administrative Officer
Classification:	Permanent/Full-Time (40hrs/wk)/Salary
Salary Range:	\$50,429-\$63,036

Position Summary:

The municipality is seeking an energetic, results-driven individual with strong organizational skills and a passion for public service to join our team as the Director of Recreation and Community Development.

Working under the direction of the Chief Administrative Officer, the Director of Recreation and Community Development will plan and manage recreational and community development programming and oversee all staff within the department.

This position will apply and support the actions and goals of St. Mary's plans for the Recreation Master Plan, Active Living Strategy, Accessibility Plan, and the Active Sherbrook Plan.

This position shall represent a positive image for St. Mary's by maintaining liaison with the public, community groups, businesses, neighbour municipalities, other Provincial and Federal government agencies, departments, local schools, and outside Recreation Associations to enhance the overall community development and recreation opportunities for the municipality's residents.

Weekly Hours and Work Environment:

The work base location will be the Municipal Office, 8296 Hwy 7, Sherbrooke. This role operates 40 hours per week. Times and days of the week worked will vary depending on the timing of recreation events. It will be standard for work hours to include evening and weekend times to attend, operate, and manage live recreation events.

This role will involve significant office time and computer use for planning and organizing recreation events, including creating detailed event plans, attending staff meetings, etc.

The role will also routinely and frequently involve light to moderate physical work in packing, transporting, and setting up equipment, setting up events, and closing event site venues.

Standing and moving for significant amounts of time (e.g. standing, walking, moving for 1 to 2 hours at a time with short sitting breaks) during the leadership of recreation events will be expected.

Travelling with equipment and supplies to and from events in your personal vehicle will be expected. The position is eligible for mileage and expenses in accordance with the *Municipal Expense Policy* for travel to and from the municipal office to recreation event sites.

Duties of the Position:

Recreation, Public Events, Community Development

- Creation and delivery of public recreational programming to support public health, education, entertainment, and social inclusion activities for all ages.
- Ensure programming is offered throughout the municipality.
- Ensure inclusive, accessible, and positive opportunities for participation for all persons.
- Maximize the use of municipal facilities, including the St. Mary's RecPlex. Promote and oversee the Municipal activities at the St. Mary's Fitness Centre.
- Create innovative, new, and vibrant public recreation programming while sustaining and supporting existing events and seasonal programs with proven popularity and public interest.
- Leverage the extraordinary local environment, including parks, trails, and access to nature, to provide greater value and variety in programming.
- Review existing policies & procedures and create new ones where necessary to ensure a safe and supportive environment for all participants in all facilities.
- Manager of the Municipality's Before and After Program, responsible for program safety, managing program finances, ensuring provincial program standards are followed, completing provincial reports, and managing the registration process.
- Delivery of services under the Nova Scotia Active Communities Program Guidelines and the related Municipal Physical Activity Living provincial cost-sharing program.
- Ensuring overall event safety standards for the safety of all program participants, including youth and minors.
- Partner with local public, business and not-for-profit groups to deliver community recreation.
- Provide organizational support and grant writing assistance as requested from non-profits and organizations within St. Mary's.

Communication:

- Provide complete and frequent public information on recreational programs to promote activities and maximize public access to programming by quickly finding information on offerings. Actively use the following communication media for consistent and complete information releases: the municipal web page, the municipal monthly newsletter, the municipal Facebook page, and other media as applicable.
- Provide Community Development and Recreation Department updates for the support of municipal council.

Personnel and Team Development:

- Participate in the recruitment, interviewing, development, supervision and evaluation of all department staff, including a Municipal staff recreation team, Before and After Program staff, and short-term project support staff.
- Build recreation capacity in St. Mary's by identifying community members and volunteers who demonstrate skills that could help advance recreation in St. Mary's.
- Participate in the St. Mary's Joint Occupational Health and Safety Committee and actively support employee safety.

Business Processes:

- Prepare annual budget estimates and special financial requests for submission to council in conjunction with the Director of Finance.
- Manage annual department budget.
- Completion of concise, accurate project plans and event itineraries.
- Identify and execute cost savings and efficiency opportunities in programs.
- Completing government forms, funding applications and reports (Provincial and Federal).

Education/Work Experience:

- Degree or Diploma in Recreation, Community Development, Human Kinetics or a related field.
- Certification in recreation training.
- Experience in municipal recreation or related work.
- Ongoing willingness to complete training.
- Leadership experience in people management.

Skills and Special knowledge:

- Required to have experience in coordinating initiatives, project management, planning, evaluation, research and working with community groups.
- Requires excellent public relations and communication skills, both oral and written. As well as proven training/experience in recreation and organizing and implementing recreation programs and activities.
- Must possess strong supervisory, leadership, planning, organizational and administrative skills and ability to multi-task.
- Strong computer skills essential (MS Word, Core MS Excel functions).
- Must be able to work independently and as part of a team.
- Knowledge of operations of a municipal unit.

Applications:

Applications by resumes and cover letters will be accepted until **noon on Monday, May 13th, 2024, or until the position is filled**. Only those applicants selected for interviews will be contacted. Applications will be accepted by email to doug.patterson@saint-marys.ca or by Mail to 8296 HWY 7, PO Box 296, Sherbrooke NS, B0J 3C0.

The successful candidate will undergo a reference review by the municipality.

An RCMP, Vulnerable Sectors and Child Abuse Registry check will be required to satisfy standards for work with youth and/or vulnerable people.

The Municipal Human Resource Policy, available at <https://www.saint-marys.ca/municipal-documents.html>, provides more information about municipal employment standards, requirements, and benefits.