



RECREATION DIRECTOR

The Town of Placentia is a community of over 3,400 residents and as we continue to ensure we are providing excellent service to our residents and building a community where you can live, visit, and invest, we are inviting applications for a full-time **Recreation Director** to join our team for a one-year term.

Applicants are required to work some evenings and weekends to meet the needs of operational schedules and adhere to a flexible schedule.

File Number: TOP-10-2023 Recreation Director

Hours: 35 hours weekly

Salary: As per Council policy

Closing: October 10th, 2023, by 4:30pm

Applications quoting File Number can be submitted in the following manner:

Via e-mail to: townofplacentia@placentia.ca

Or Hand Deliver to: Town Hall, 25 Patterson Drive, Placentia

Applicants should request confirmation that electronic submission was received by the Town.

The Town of Placentia is an equal opportunity employer. We thank all candidates for their interest, however, only those selected for an interview will be contacted.

Town of Placentia

Recreation Director

Position Title: Recreation Director

Reporting to: Chief Administrative Officer

Probationary Period: Six (6) Months

Purpose of Position:

1. To plan, develop, facilitate, and evaluate where required all sport, recreation, healthy living, and leisure programs for implementation in the community for all ages and abilities. This includes working in co-operation with community groups and agencies, according to their needs and Town policy.
2. To ensure a wide range of sport, social and recreational programs are provided year-round within the Town without duplication or barriers. Promote programs, seek out activity volunteers and leaders and aid community-initiated programs as needed.
3. To ensure proper operation and management of all recreation facilities and staff including but not limited to Unity PARC Arena, all Town of Placentia tot lots or playgrounds, tennis courts, softball fields, soccer pitches and other green space areas as identified.
4. To act as main contact and liaison between recreation groups regarding programs, events, and activities taking place at Recreation Facilities including light softball infield maintenance duties.

Minimum Qualifications:

- Two to five years recreation experience in a municipal or similar setting.
- Post-secondary education in Recreation and/or Business or equivalent combination of education, training and or experience.
- Clean Vulnerable Sector Check and Certificate of Conduct Required.
- Valid Newfoundland driver's license and access to personal vehicle.
- Valid First Aid Certificate or willingness to obtain prior to hire date.

Skills:

- a) Experience in staff/volunteer supervision.
- b) Working knowledge of current recreation trends.
- c) Proficient in report writing.
- d) Proficient in defining goals and objectives and priority setting.
- e) Proficient in budget creation, and financial management for department.
- f) Proficient in scheduling of work and activities and time management.

- g) Strong communication skills and ability to appropriately deal with a number of different target populations.
- h) Strong ability in recreation program design, development, implementation and evaluation.
- i) Experience in proposal/grant application writing and awareness of resources that exist to assist with recreation programming costs.
- j) Proficiency in use of equipment including working knowledge of computer and handheld devices.
- k) Demonstrated troubleshooting and problem solving skills.
- l) Proven ability to work independently or as a team member.
- m) Proven ability to work safely and efficiently and documentation of the same.
- n) Demonstrated time management, prioritization and organization skills.
- o) Strong client-service orientation along with a sense of urgency to effectively deal with issues and concerns.
- p) Positive, professional disposition and ability to cooperate with co-workers.
- q) Physically capable of performing duties safely and effectively.
- r) Experience with arena operations considered to be an asset.

Duties and responsibilities to include:

1. Develop, coordinate, promote and evaluate recreational programs for all ages and abilities based on policies and procedures.
2. Ensure an opportunity for a variety of safe, accessible and appropriate recreational activities to occur in the recreational facilities within the Town with no or very limited barriers (accessibility, financial, demographical, etc.)
3. Develop, coordinate and assist with the implementation of special events (e.g. Winter Carnival) for all ages based on community needs and wants and actively participate in specific community operated events when necessary. Ensure best practices and standards are followed in the development and implementation of programs and special events.
4. Establish and maintain appropriate public relations in the community.
5. Respond to community needs and public inquires as they relate to recreation programming.
6. Promote and publicize all recreation/leisure programs/services by liaising with the Manager, Tourism, Marketing and Communications and through direct customer/community contact.
7. Organize, coordinate and facilitate meetings with individuals, users groups, schools, community groups, etc. assisting with their needs as required (access to facilities, promotion, connections with other groups etc.)

8. Coordinate community recreation resources and encourage communication and cooperation among partners involved in the provision of their recreation and cultural services to avoid duplication of efforts and better meet community needs.
9. Liaise with the municipal, provincial and national organizations and government departments to enhance the delivery of recreational services to the Town.
10. Seek out, recommend and administer funding programs to maximize recreational opportunities.
11. Develop and maintain a complete inventory of recreational resources within the Town.
12. Collect, evaluate and provide reporting to the Recreation Committee/Council based on users, programs and statistics.
13. Attend meetings as assigned on behalf of the Town.
14. Liaise with Manager of Tourism, Marketing and Communication and well as Public Works staff to maximize use of facilities.
15. Supervise staff.
16. Administration of budget including purchasing, preparing reports for invoicing, and ensuring the department is operating within its allocated funds.
17. Responsible for all recreational facilities and associated sporting fields, green spaces and playgrounds ensuring operational and maintenance requirements are identified and implemented.
18. Attend recreational programs, workshops, meetings and events beyond the normal workday when necessary.
19. General Responsibilities include:
 - a) Employ safe work practices as outlined in the Town of Placentia Health and Safety Manual and the Occupational Health and Safety Act;
 - b) Be aware of and follow all Town of Placentia policies that are relevant to this position.
 - c) Willing to train as required.
 - d) Fulfill other duties and responsibilities as assigned.