



Town of Bay Roberts

Job Description Director of Recreation

GENERAL ACCOUNTABILITY:

The Director of Recreation is a senior management position responsible for management of the Bay Arena and Recreation Department. The Director of Recreation is responsible for ensuring that the recreation policies of Council, through the CAO are carried out in a professional, effective and efficient manner.

STRUCTURE

This position is one of 4 positions reporting directly to the Chief Administrative Officer. The others include:

- Town Clerk
- Director of Tourism and Economic Development
- Director of Public Works and Technical Services
- Director of Protective Services

NATURE OF POSITION

The Director of Recreation is responsible for ensuring that the recreation policies of Council, through the CAO are carried out in a professional, effective and efficient manner.

SCOPE OF WORK

The Position has two core roles:

1.) Facilities Manager – Recreation Facilities:

Responsible for the direct facilities management of the Bay Arena, seasonal Pool and Recreation Complex including supervision of staff, event scheduling, facility budgets

development, financial monitoring/control and facility maintenance planning/scheduling.

2.) Recreation Department Management:

Supervises recreation staff in the planning, marketing, implementation and evaluation of recreation services and programs. Coordinates activities with other divisions, departments and agencies. Supervises the Program and Events Coordinator for the safe provision of the Town's recreation services and programs.

The Director of Recreation participates on various internal and external committees and maintains positive liaison with officials of the provincial and federal government departments/agencies, consultants, contractors and the citizens of the Town.

Workplace Health & Safety

Understanding and compliance of workplace health and safety standards is essential. It is the responsibility of the Director of Recreation to ensure that the Recreation Department adheres to all workplace health and safety standards/regulations.

SPECIFIC ACCOUNTABILITIES

- Accountable for the management and supervision of all staff and day to day operations of the Bay Arena and other recreation facilities.
- Accountable for facility operating budgets, assists in budget development, approving purchases and monitors accounts payable. Administers Councils financial policy's.
- Accountable for planning, scheduling, directing and evaluating the facility maintenance programs & capital works improvements.
- Establishes work schedules and allocates duties to employees on a daily basis in keeping with the needs and priorities of the Bay Arena & Recreation Programs. In addition, approves and assigns overtime (as required) in accordance with the provisions of the collective agreement. Submits payroll weekly information for all recreation employees to Town Clerk.
- Ensures that Council's decisions relating to Recreation Facility operations are implemented in an effective and efficient manner.
- Shall work with concert promoters and event planners, as well as with various regional and provincial tourism partners (such as Hospitality Newfoundland and Labrador) to advertise and promote the Bay Arena as a venue in the summer months.

- Directly responsible for event contract negotiations and recommendations regarding signing of event contracts.
- Ensures all Recreation Department staff adheres to all workplace health and safety standards/regulations. Assists development and promotes safe work practices and procedures. Reports to the CAO and Occupational Health and Safety Committee on issues or concerns related to departmental workplace health and safety.
- Responds to inquiries from the public, associations, clubs and organizations. The Incumbent is the official spokesperson for the Bay Arena.
- Attends Council committee meetings as required and represents the Town of Bay Roberts at outside recreation meetings and committees.
- Provides advice to CAO by preparing and presenting recommendations, outlining the needs and priorities of the recreation facilities and recreation department.
- Monitors departmental performance and provides reports and statistical summaries as required by Council, CAO or other individuals or groups.
- Identifies and recommends professional development and training needs for employees, and ensures employees are provided with the necessary training and resources to carry out their duties in a safe, responsible, and effective manner.
- Ensures that employees are provided with the necessary supplies, tools, and equipment to carry out their duties in a safe, responsible, and effective manner.
- Participates in the selection/promotion/appraisal of employees within the Recreation Department by assisting the CAO with the interviewing or assessment process. Monitors staff performance and informs the CAO of any performance related issues. Participates in the disciplinary process for departmental employees as deemed necessary by the CAO.
- Provides appropriate control of inventory for equipment, tools, vehicles, and supplies related to Recreation operations.
- Serves as a member of the Town's Emergency Management Planning Committee. Assists CAO and emergency services personnel in the development and maintenance of the Town's Emergency Response and Preparedness Plan.

- Assists the CAO in strike planning. Assists in maintaining essential services and carries out other reasonable duties in the event of a job action by the Town's unionized employees.
- Supervises recreation staff in the planning, marketing, implementation and evaluation of recreation services and programs.
- Plans, coordinates and implements summer maintenance and safety inspections of all community recreation facilities/assets. Promote the safe use of parks and other recreation facilities.
- Assists the Programming and Events Coordinator when required in the planning of all community events and activities related to recreation and special events as determined by Council.
- Recommend, Implement and Oversee the development of new recreation spaces, facilities and programs throughout the town.
- Apply for funding through student and other related funding programs. Assists in managing summer student workers and monitors the employment programs.
- Responds to recreation program inquiries pertaining to the public, associations, clubs and organizations.
- Promotes events and recreation programs via social media, print and radio ads in accordance with Town policies

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to plan, organize and direct activities and personnel.
- Knowledge of applicable provincial and federal codes, regulations and laws applicable to recreation administration.
- Knowledge of work practices and methods applicable to a municipal setting.
- Knowledge of principles and practices of supervision.
- Skilled in effective communication and social media platforms.
- Skill in establishing and maintaining working relationships with town staff, contractors and the public.

EDUCATION AND TRAINING:

The incumbent should have a post -secondary education in Recreation, Physical Education, Business Administration or a related discipline. An equivalent combination of education, training and experience may be considered for the right applicant.

Experience in a municipal environment is preferred but other suitable management experience will be considered. Applicants should have considerable knowledge and experience in the organization and delivery of recreation, sport, and wellness programs. Candidates must possess initiative and demonstrate good organizational, analytical, communications, human resources and interpersonal skills combined with the ability to work independently. Project Management skills including budget preparation, grant applications and report writing is required. The applicant must be proficient in Microsoft Office software and flexible to learn other software as required. Facilities Management experience including supervising a unionized workforce would be considered an asset.

The incumbent will be required to provide a recent certificate of conduct, vulnerable sector check, medical certificate, and must be bondable and hold a valid Class 5 driver's license.