



The Town of Bay Roberts invites applications for the following position:

Director of Recreation

MANAGEMENT POSITION

Permanent Full-Time

Date Posted: February 12, 2025

DESCRIPTION OF WORK:

The Director of Recreation is a senior management position responsible for the overall operation of the Department reporting to the Chief Administrative Officer (CAO). This includes the administration of personnel, programs, special events and the maintenance and management of all recreational facilities, both indoor and outdoor. The Director of Recreation is responsible for ensuring that the recreation policies of the 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 Management – Recreation Facilities both Indoor and Outdoors:

Responsible for the direct supervision of the Manager of Stadium Operations and Events for the Bay Arena as well as management of the seasonal Pool and Recreation Complex. Responsible for the overall operation and supervision of staff for all outside recreational facilities and designated parks and playgrounds.

2.) Recreation Department Management:

Supervises Recreation and Community Services Coordinator in the planning, marketing, implementation and evaluation of recreation services, programs and selected special events. Coordinates activities with other divisions, departments and agencies.

QUALIFICATIONS AND EXPERIENCE:

- The incumbent should have a post -secondary education in Recreation, Physical Education, Business Administration or a related discipline.
- Minimum of 5 years experience in a Recreation field or related discipline, including management experience.
- 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.
- Experience in event planning.
- 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.
- Horticultural and Turf Management experience would be considered an asset.

SKILLS:

- 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.
- Project and events management skills are an asset.
- Budget preparation, financial and administration skills.
- Strong customer service skills and the ability to interact with the public, including handling complaints and challenging situations.
- Above average verbal and written communication, interpersonal and organizational skills.
- Computer skills and proficiency with Microsoft Office Software and flexibility to learn other software as required.
- Supervision of unionized staff and familiarity with union contracts, etc.

The successful applicant must provide a copy of official educational documents confirming education requirements, three employment references, a Certificate of Conduct, Vulnerable sector check and Drivers Abstract prior to commencement.

COMPENSATION: Salary Commensurate with Qualifications and Experience

COMPETITION Bay Roberts – 25-2-12

CLOSING DATE: February 26,2025 at 4p.m.

SUBMIT TO: Dave Tibbo, Chief Administrative Officer - davetibbo@bayroberts.com

The Town of Bay Roberts is an equal opportunity employer. We thank you for your interest, however only those individuals selected for an interview will be contacted.