



DIRECTOR OF RECREATION & COMMUNITY SERVICES

The Director of Recreation and Community Services is under the direction of the CAO, subject to the guidance and council of the Recreation and Cultural Services Committee and applicable provincial legislation. This position is responsible for effectively coordinating public use of town leisure facilities, recreational programs, community/cultural programs in liaison with community groups/organizations, coordination and delivery of community events, cemetery services, and municipal digital communications.

Minimum Qualification

- Grade 12 diploma or equivalent
- Class 5 driver's license
- Effective oral and written communication skills.
- Demonstrated proficiency in Microsoft Office and the ability to learn and utilize new software and technology.

Preferred Qualifications (must be willing to obtain)

- Swimming Pool Operators Course
- Arena Operator Course
- Supervisor Level 1 certification**
- Two years of experience with staff and facility management
- Graduate of university or college course in Recreation, Kinesiology, Physical Education, Education, Facility Management, or Commerce.

***Must obtain within the first two years of employment*

Duties & Responsibilities

Department Oversight and Operation

- Monitor the condition and operation of all Town of Leader owned parks and recreation facilities and work collaboratively with the Public Works Department to identify maintenance needs, repairs, and operational improvements. Coordinate with appropriate Town staff and contractors to ensure required work is completed.
- Plan and deliver all end-of-season facility closures and beginning of season operational checks.
- Schedule and coordinate required health, safety, and environmental inspections; manage records; and ensure follow-up actions are completed in a timely manner.
- Manage site security and access to facilities (keys, key cards, video surveillance).
- Review and recommend policies to the Committee regarding programming, facility use, property and equipment purchases, storage, and safety.
- Supervise and assign duties to department staff and contractors.
- Provide staff orientation and work together with staff to develop training plans. Recommend staff training courses as required by Sask. Health and Sask. Labour.
- Conduct safety inspections with the Town Foreman and report to the CAO.
- Be familiar with Council and Administrative policies and the Town Bylaws.

- Attend all Recreation and Cultural Services Committee meetings and record minutes. Attend council meetings when requested by the CAO.
- Investigate or cause investigation to be made into all complaints received regarding the Recreation Department.
- Act as the Town's Tourism Liaison, serving as the primary point of contact with the Leader & District Tourism Committee and supporting the planning, coordination, and promotion of tourism initiatives.
- As required, perform general office duties as outlined in 'TASKS & RESPONSIBILITIES'.

Budget and Financial Responsibilities

- Identify funding opportunities and apply for grants.
- Ensure all Town facilities are utilized effectively and efficiently. Review operating costs and seek optimization opportunities (i.e. energy efficiency, schedule optimization, attracting new customers, advertising and sponsorship).
- Coordinate facility condition assessments and make recommendations as to the short/long term maintenance requirements, renovation, expansion, addition, re-purposing, or demolition of such facilities.
- Review and recommend fees for use of the Town operated facilities, engage impacted user groups, propose fee structure to Council and implement changes.
- Ensure rental agreements are executed, submit information for billing purposes in a timely manner, and assist with collection of accounts in arrears.
- Advise Council of staff requirements through the operating budget and ensure that the positions are adequately advertised. Review all applicants and make recommendations regarding hiring selections to the CAO.
- Assist in the preparation of operating and capital budgets and strategic plans.
- Manage Recreation budget and prepare invoice vouchers for payment.

Community Programming Services

- Collect information regarding programming needs by considering local and regional demographics, engage with user groups, research best practice examples in the region and province.
- Plan, organize, and promote both ongoing and new programs within budget parameters.
- On behalf of the Town, act as a liaison and resource person to community groups and organizations who deliver fundraising for Town owned facilities.
- Evaluate existing programs, recommend changes, and report to the Recreation and Cultural Services Committee.

Cemetery Services

- Meets with families to guide them through interment rights, memorial options and pre-planning while offering compassionate assistance.
- Maintain accurate cemetery maps, digital records, plot sales databases and legal documents such as interment orders and certificates.
- Ensure all operations adhere to local bylaws, provincial regulations and, if necessary, health standards.
- Acts as a liaison between families, funeral directors and applicable maintenance personnel or contractors.

Development, Marketing & Communications

- Seek and promote economic development opportunities to attract new businesses, investment, and residents to the community, as directed by the CAO.
- Ensures an adequate and varied supply of Town oriented promotional items is available.
- Prepares content for diverse platforms, including the municipal website, social media channels, newsletters, brochures, and advertisements.
- Co-ordinates with the Administrative staff to execute approved public engagement strategies and events, builds relationships with community stakeholders, and ensures the public is informed about municipal initiatives, services and policies.

Working Environment

The Director of Recreation and Community Services functions with a significant level of independent decision-making authority. This position requires the incumbent to operate with a high degree of independence on applications or work tasks which may be complex and sensitive in nature.

Features of work which create unusual demands, or which create physical and/or mental stress are:

- Issues faced in this position will be diverse, complex, and often of a time sensitive manner within an extremely busy environment.
- The position requires the incumbent to effectively balance competing and conflicting interests, project deadlines and work tasks in a fast-paced environment.
- Requires discretion and confidentiality in handling sensitive financial and personnel matters.
- Work outside traditional business hours to meet deadlines, attend meetings, and to coordinate and deliver community events, programs, and activities.
- Travel is required for business, professional development and stakeholder engagement.
- Adhere to all aspects of the Town's Occupational Health and Safety Policy and Program, practicing safety in daily duties.