

PARKS AND RECREATION DIRECTOR

General Statement of Duties

Provides direction, leadership, and oversight to the town's cultural, recreational, athletic, and community health and fitness programs.

Facilitates operations and upkeep of all town owned recreation facilities and parks.

Distinguishing Features of the Position

An employee in this position performs a variety of administrative, supervisory, and professional duties in the management of parks and recreation activities for the town.

Prepares long-range strategic plans for the department.

Work requires extensive public contact with the Recreation & Cultural Services Committee of Town Council (RCS Committee), local officials, and the general public.

Work is performed under the supervision of the Town Administrator and subject to the guidance and council of the RCS Committee.

Duties and Responsibilities

Essential duties and tasks of this position include, but are not limited to:

- Planning, organizing, directing, coordinating and evaluating recreation programming.
- Plans, directs and participates in providing an expanding and flexible program of recreational activities for all segments, groups, ages, and interest levels of the community.
- Develops long range plans for recreation programs, parks, and facilities to accommodate town growth, goals, and parks and recreation needs. Presents this annually to the RCS Committee.
- Coordinates the maintenance of various facilities, parks, fields, and buildings with the Public Works Department.
- Recommends the acquisition, development and maintenance of park and playground areas and of structures and facilities to best serve the interests of the community.
- Explores grant opportunities for the recreation department and coordinates the writing and submission of said grants by appropriate deadlines
- Receives input from community groups, neighborhood groups and individuals regarding parks and recreation needs, utilizes such input for overall planning, programming, program evaluation.
- Prepares the Parks and Recreation budgets, submits recommendations to town management; coordinates and monitors the expenditure and receipt of funds.

- Develops staff including hiring, training, motivation, performance counseling and evaluation, discipline, and team building.
- Sits on the local tourism board as a representative of the Town of Leader and is responsible for the hiring and supervision of the Tourist Booth Operator.
- Advises management and elected officials on department issues.
- Interprets the recreational and parks program through press releases, social media and other publicity and through cooperative planning and effective working relationships with the Town and other community agencies and groups, public and private.
- Coordinates building and facilities compliance with the Cypress Health Region and other provincial authorities.
- Provides, when time allows, support to the Town of Leader Administration Staff.
- Avoids, on behalf of the Town, taking over the management or operation of any established organization or facility, and encourages continuance through volunteer means.
- Avoids, where possible, direct involvement in coaching of any sport or athletic endeavor, except on a personal basis.
- Performs such other related functions and duties as may be authorized by the Town Administrator, the RCS Committee or Town Council.

Facility & Area Management & Responsibility:

The employee shall coordinate maintenance, operations and employees of facilities, grounds and public areas including, but not limited to, the following:

- G3 Iceplex, including operation of the Arena Concession
- Leader Swimming Pool
- Leader Lions Campground
- Leader Lions Park
- Leader Millennium Gardens
- Leader Community Centre
- Leader Baseball Diamonds
- Leader Tourist Booth (in coordination with Leader & District Tourism Committee)

Relevant Skills & Valuable Attributes:

- Advanced computer skills, including the use of Microsoft Office and social media platforms
- Excellent written and oral communications
- Past management and supervisory experience is an asset
- Passionate about making our community a better place to work and live
- Experience in a variety of volunteer capacities
- Ability to multi-task
- Past experience preparing and implementing budgeting, purchasing and personnel policies.
- Ability to effectively communicate, motivate, hire, evaluate and coach employees.
- Ability to develop and maintain effective relationships with local officials, the general public, and employees.

Qualifications:

- Valid Class 5 Drivers' License
- Graduate of Post-Secondary Degree or Certificate Program, including, but not limited to a Recreation Technology, Therapeutic Recreation or Business Administration Course.