



The Corporation of the Town of New Tecumseth

Manager, Recreation

Permanent Full-Time – 35 hours per week

Under the direction of the Director, Parks, Recreation and Culture, the Manager, Recreation is responsible for the management and implementation of the annual Business Plan, seasonal workplan and the achievement of the objectives for the Recreation Branch. This position is responsible for Town Events, Recreation Programming, Facility Bookings and scheduling and Recreation Client Services.

Responsibilities:

- Responsible for ensuring appropriate staffing resources are in place for delivering the branch's services effectively. Responsible for recruitment, performance management and development of the Branch's human resources.
- In collaboration with the Director, develops the annual business plan, minor capital, and operating budget for the Branch. Is accountable for the management of the revenue and expenditure targets across the Branch. And responsible for analysing budget figures and reviewing trends and performance data to ensure adherence to the performance plan of the Branch.
- Leads and manages the staff of the Branch to meet performance standards for the delivery of programs and services by the Branch and is responsible for effective planning, allocation and management of all material, financial and human resources in alignment with the Towns Recreational Master Plan.
- Sets annual and seasonal Branch objectives which are consistent with the corporate Strategic Plan, Branch, Business Unit, Division and Department Plans, objectives and targets. Implements/coordinates the Branch business plans in a timely and proactive manner and meets the goals, objectives and the determined performance metrics of the Department.

Qualifications:

- University Degree in Recreation Management, Business Administration, or related Recreation or Culture field of study.
- 5 - 7 years demonstrated relevant experience in Recreation Services
- 3 years additional supervisory/management level experience working in Recreation Services
- A vulnerable sector record check satisfactory to the Town is required.
- Standard First Aid with CPR-C is preferred
- Class G Driver's license in good standing and a reliable mode of transportation for use on corporate business.

The successful candidate must have the ability to align with established goals and objectives and is able to create/follow plans and processes accordingly, to deliver task and goal completion to a high standard. The successful candidate will provide clear direction and open communication with employees and address employee issues promptly, objectively and respectfully. The Town of New Tecumseth values progressive ideas and actions; the successful candidate will have proven ability to embrace change, be resourceful and to seek new ideas and creativity to maximize effectiveness to provide high quality citizen-centred services to our community.

Salary: \$97,179.90 - \$121,456.27 plus full benefits and pension plan

To apply, please submit a cover letter, resume and copies of your credentials (degree, diploma, trainings, etc.) by June 28, 2022:

<http://clients.njoyn.com/CL3/xweb/xweb.asp?clid=56628&page=jobdetails&jobid=J0622-0439&BRID=EX159106&SBDID=20651&LANG=1>

We thank you for your interest; however, only those selected for an interview will be contacted. Information collected will be used solely for the purpose of candidate selection, in accordance with the Municipal Freedom of Information & Protection of Privacy Act. The Town of New Tecumseth is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an interview, please advise Human Resources if you require accommodation.