

**Posting date:** November 7, 2023

**Job Title:** Manager of Recreation Services

**Posting number:** 1627

**Section:** Recreation Services

**Division:** Leisure Services

**Department:** Community Development

**Initial Reporting Location:** Tom Davies Square

**Job Status:** Permanent position (succession planning)

**Number of Vacancies:** 1

**Affiliation:** Non union

**Hours of Work:** 70 hours bi-weekly

**Shift Work Required:** No

**Range of Pay:** Group 14 \$107,409.33 to \$126,355.32 per annum

**The start date will follow the selection process.**

This position is eligible to [work remotely](#) on a part-time basis.

**Main Function:** This position is responsible to the Director of Leisure Services for the complete management, direction and operation of the Recreational Programs and Services in support of quality customer service outcomes and the Business Plan for the Section.

**Characteristic Duties:** Under the general direction of the Director of Leisure Services.

1. Provide supervision and leadership to the Recreation Co-ordinators in order to ensure the successful delivery of leisure opportunities and programs to citizens and support for the community across CGS.
2. Monitor citizen demand for leisure, community and volunteer services and innovate to achieve quality customer outcomes in response to performance measurement targets and customer feedback; evaluate services and make recommendations.
3. Co-ordinate marketing strategies; promote leisure programs offered directly/indirectly by CGS (e.g. Leisure Guide).
4. Co-operate with social agencies, school boards and specialized groups regarding the use of facilities, training and delivery of programs and services.
5. Assume public relations responsibilities; deal with media interviews, respond to inquiries/complaints from the public, councillors and staff; prepare reports, make presentations as required.
6. Co-ordinate the development of training opportunities for staff, volunteer organizations and clubs.
7. Co-ordinate local community special events; ensure user adherence to Municipal Alcohol Policy (e.g. Special Occasion Permit) as required.
8. Liaise with groups and organizations regarding partnerships for leisure facilities and capital project enhancements; administer partnership agreements and CGS policies (e.g. Joint Use Agreement, Play Field Allocation Policy).
9. Prepare current budget estimates and monitor expenditures to ensure they are within the budget allocations; assist with tendering process as required.
10. Identify grant opportunities and administer application and funding process including employment subsidized programs and facility development and enhancement opportunities.
11. Administer CIP/NPP capital allocation funds to local ward councillors for project expenditures.
12. Supervise the selection, scheduling, training and performance of staff; conduct job performance appraisals, salary reviews and discipline in accordance with the respective Collective Bargaining Agreement.
13. Act as Management's Representative in the Grievance Procedure in accordance with the respective Collective Bargaining Agreement.
14. Required to be on call in order to respond to operational needs or supervisory responsibilities related to leisure facilities, programs and events therein (e.g. responding to alarms, break-ins).
15. Ensure that due diligence is exercised in support of CGS's risk management policies; report and monitor as required incidents involving accidents, property damage and/or theft.
16. Assist with reviewing requirements for parks dedication with respect to development of subdivision applications.
17. Develop and maintain a thorough working knowledge of CGS's Safety Manual and the applicable Provincial Legislation listed therein.
18. Perform other related duties as required.

**Qualifications:****Education and Training:**

- University degree in a related discipline from a recognized University with Canadian accreditation.
- Additional education initiatives to update and expand competencies.

**Experience:**

- Minimum of four (4) years of senior level experience in the management of large, unionized, and highly diversified public or private sector organizations, including three (3) years working in related functions.

**Knowledge Of:**

- Applicable legislation and related regulations.
- Current and emerging management issues within CGS as they affect the Section.
- Best practices within areas of responsibility.
- Horizontal linkages to other relevant governmental levels and services as well as the private sector.

**Abilities To:**

- Understand and meet the needs of customers.
- Prepare operating and capital budgets for the Section.
- Build the values of the organization into programs, services and policies.
- Prepare an effective Business Plan for the Section.
- Set and achieve high standards for the service areas.
- Create enthusiasm and motivation for employees to pursue CGS' targets.
- Balance conflicting demands from stakeholders.
- Anticipate and manage the impact of change on the Section's activities.
- Manage the financial, human and physical resources of the Section in a collaborative manner.
- Manage conflict; mediate disputes; assist in reaching consensus.
- Respond quickly to emerging opportunities or risks.
- Provide a stabilizing influence within the Section.

**Personal Suitability:**

- Mental and physical fitness to perform essential job functions.

**Language:**

- Excellent use of English; verbally and in writing.
- French verbal skills highly desirable; written skills an asset.

**Other Requirements:**

- May require the use of a personal or CGS vehicle on CGS business. Must be physically capable of operating a vehicle safely, possess a valid driver's licence, have an acceptable driving record, and personal insurance coverage.

**How to Apply:**

Please visit [www.greatersudbury.ca/jobs](http://www.greatersudbury.ca/jobs) to apply online.

We must receive your resume before 11:59 p.m. on Tuesday, November 28, 2023. For those providing a French language resume, please also include an English version.

1. Click on the **Apply for Job** button.
2. Follow the step by step application process.
3. Ensure you attached a cover letter and resume. Acceptable file types are:
  - .doc
  - .docx
  - .txt
  - .pdf
  - .rtf
4. Once completed, review your application and click on the **Submit** button.
5. Upon submission of your application, you will get a confirmation on the screen that your application has been successfully submitted. You will also receive an e-mail confirmation to the e-mail address on your profile.

All applicants are thanked for their interest in this position. Only those selected for an interview will be contacted. If contacted, and you require a disability related accommodation in order to participate in the recruitment process you must advise the Hiring Manager.

**Contact Us:**

For technical difficulties, issues, questions or accommodations with an application made online email

[myJOBS@greatersudbury.ca](mailto:myJOBS@greatersudbury.ca).