



Manager of Parks and Recreation

The Corporation of the Township of Clearview

Clearview Township is currently seeking a permanent full-time Manager of Parks and Recreation

Clearview Township is located in a region that has a long history as one of Ontario's favorite tourist and vacation destinations, attracting over 2 million visitors annually. Our community offers all the modern urban amenities with the attractiveness and friendly charm of small-town quality of life.

Qualifications:

Recognized diploma in Recreation and Leisure or Recreation Facility Management. Full membership in the Ontario Recreation Facilities Association (ORFA) with certification in pool and playground management and propane handling an asset. Along with two to four years supervisory experience and a valid G Driver's Licence in good standing. In addition, certification in pool and playground management and propane handling are an asset.

Responsibilities:

Reporting to the Director of Parks and Recreation, the Manager of Parks and Recreation is responsible for overseeing and managing the day-to-day operations of the Parks and Recreation, Community Culture and Tourism services within Clearview Township.

The preferred candidate will possess demonstrated knowledge of all applicable provincial and professional recreation and related standards and regulations pertaining to recreational services. As well, they will have experience managing employees and possess sound knowledge of all applicable employment, and safety laws and regulations.

Experience and proven ability in writing and editing clear, concise reports to external bodies; able to handle difficult and conflict situations, to make independent decisions and to solve problems, communicate politely and professionally, and to defuse periodic conflict situations involving the public and/or members of staff. In addition, the candidate will have excellent computer, customer service, interpersonal, project/time management, problem solving, presentation, and communication skills. The successful candidate must have the ability to work all shifts including weekends and capable of performing physical activities.

Salary:

Salary range offered for this position is \$87,461 to \$107,380 per year plus a competitive benefits package that includes matched OMERS contributions and Extended Healthcare through Sun Life.

Note: The preferred candidate must be willing to provide consent for the Township to conduct a criminal background and vulnerable sector check prior to finalizing an employment offer.

Interested candidates are invited to forward their resume and covering letter quoting **job # 2024 - 011** to Human Resources **by April 8, 2024**, to: hr@clearview.ca

We thank all applicants for their interest; however only those applicants selected for an interview will be contacted. No phone calls please. The Township of Clearview is an equal opportunity employer.

Accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA).

Please visit: www.clearview.ca