



## **Director, Recreation, Facilities and Culture**

Permanent Full-time

**J1024-0014**

The Town of New Tecumseth is looking for a Director, Recreation, Facilities and Culture to join our rapidly growing team.

### **Why work with us?**

Our growing community, identified as one of the fastest growing municipalities by Statistics Canada, located about an hour north of Toronto, offers beautiful rural and urban landscapes and diverse opportunities to work in a technologically progressive, public environment. Additionally, the Town offers the following perquisites:

- flexible work environment, including ability to **work from home up to two (2) days per week**
- employer paid health and dental benefit packages
- competitive salaries
- OMERS pension plan
- free gym membership at Town recreation center's
- professional development opportunities

Responsible for the overall leadership, management and direction of recreation, facilities and cultural services, encompassing recreation facilities and corporate buildings and properties, their development, management and maintenance; recreational and cultural programs, including seasonal, fitness, seniors, arts, culture, events, museum and community development.

Responsibility includes meeting community needs by providing services and programs in an efficient and cost-effective manner.

### **How you contribute to our organization:**

- Leads the development of annual department business plans, operational goals and service standards for all Branches/Business Units to meet the goals and objectives of the Corporation, with respect to customer service, fiscal responsibility and leadership excellence.
- Provides direction and leadership for operations and administration of the Recreation, Facilities and Culture (RFC) Department, including planning, developing, recommending and implementing RFC services for the Department, comprised of:
  - Recreation facilities, parks permitting, municipal buildings and properties capital improvements, preventative maintenance, lifecycle management and winter maintenance
  - Administer and enforce leases, agreements and landlord/tenant requirements
  - Assess, plan and develop recreation and culture programs and services
  - Conservation, documentation and interpretation of the Town's artifacts located at the Museum.
  - Management of cultural property (buildings, artifacts, public art, archaeological specimens) held in public trust by the Town.
  - Plan, administer and deliver hospitality, concessions, vending, community use of municipal space and special events
  - Business services – customer service, recreation software and database, financial / budget management, user fees, FIR, Leisure Guide, revenue generation, marketing and promotions
- Leads and directs the department's management staff. Responsible for developing their management skills and consistently coaches management staff for effective performance. Responsible for the recruitment and performance management of direct reports. Meets regularly with direct reports for operational updates and performance monitoring.
- Participates in the development of corporate strategies, policies and directions through deliberations with Senior Management.
- Leads the process of long term operational and capital budgets for the department.
- Prepares, or directs preparation, and presents reports and recommendations for Council regarding the activities, programs and projects of the department. Attends Council meetings and provides information / recommendations / advice / with respect to these reports for all Council and Committee of the Whole meetings and any other Council requested meetings as required.
- Performs other related duties as assigned.

**What you bring to the team:**

- University degree in Recreation and/or Facilities Management, Business Administration, Public Administration or related discipline combined with progressive experience up to a senior level or an equivalent combination of related education and experience
- Post graduate degree in Public Administration or AMCTO Municipal Administration Program certification, is an asset
- Project Management Certification is an asset
- 7-10 years of experience within Recreation, Facilities and Culture
- At least 5 years' experience in progressive management/ leadership role
- Working knowledge, training and experience in regulations related to RFC: Public Health Act, Municipal Act, Planning Act, Ontario Occupational Health and Safety Act, Human Rights Code, Employment Standards Act, Building Code and Municipal By-laws.
- Thorough working knowledge and proficiency in the recreation, facilities and culture portfolio, including recreating programming, community development as well as facility and recreation management.
- Experience in a municipal environment is a definite asset

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:** \$138,047.00- \$172,554.20, plus employer paid benefits and OMERS pension plan

**Hours:** 8:30 a.m. – 4:30 p.m. Monday through Friday (35 hours per week)

**Location:** Office is located at the New Town Hall – 24 Tupper St. W, Alliston, ON

**Start Date:** November 4, 2024

**To apply, please submit a cover letter, resume and copies of the required credentials by October 29, 2024.**

<http://clients.njoyn.com/CL3/xweb/xweb.asp?clid=56628&page=jobdetails&jobid=J1024-0014&BRID=EX292216&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.