



RECREATION, PARKS & FACILITIES MANAGER Permanent Full-Time (35 Hours per week)

Why Choose Loyalist for Your Next Great Career Opportunity in Recreation, Parks, and Facilities Management? Loyalist Township is committed to fostering an environment where employees are empowered to grow, lead, and make a meaningful difference. As we continue to invest in our community, we are seeking a dedicated and visionary **Recreation, Parks, and Facilities Manager** to join our team, someone ready to play a key role in shaping the future of recreation in Loyalist.

This is an exciting time to join the Township. You'll have the rare opportunity to help open a brand-new aquatic facility and play a key role in the renewal of a 50-year-old recreation centre—two legacy projects that will serve our community for generations. This role offers the chance to make a lasting impact while working alongside a dedicated team that values innovation, collaboration, and community service.

We offer:

- **Competitive pay and a comprehensive benefits package**, including participation in the **OMERS defined benefit pension plan**
- A supportive work environment focused on professional growth and leadership development
- A chance to help shape high-quality recreational experiences in a growing and vibrant community

Loyalist Township is home to more than 18,000 residents and is beautifully situated on the north shore of Lake Ontario, between the Town of Greater Napanee and the City of Kingston. With a unique blend of rural charm and urban convenience, the Township includes quaint hamlets, an island community accessible by ferry, and access to outstanding outdoor recreation. Just minutes from the historic City of Kingston and within two hours of both Toronto and Ottawa via Highway 401, Loyalist offers the perfect balance of career opportunity and lifestyle.

If you're passionate about community service, enhancing quality of life, and making a lasting impact through meaningful work, we invite you to bring your talents to Loyalist Township.

Annual salary: \$115,498 - \$135,117

How to Apply: Interested applicants are invited to apply online through our [Careers](#) website by 11:59 p.m. on Sunday, May 4, 2025.

POSITION SUMMARY:

This role is an integral part of service delivery for residents and visitors of Loyalist Township.

Reporting to the Director of Community and Customer Services, the Recreation, Parks & Facilities Manager, is responsible for providing leadership and long-term strategic direction for the Recreation, Parks and Facilities Division and is an integral part of service

delivery to the residents of Loyalist Township through contributions to the achievement of our Strategic Plan and the Parks and Recreation Masterplan, within applicable Council resolutions, bylaws, and other legal frameworks.

The primary responsibilities of the position include overseeing cost-effective financial and operational planning to meet the recreation needs of the community and effectively managing all Township parks and facilities. The position ensures a high level of customer satisfaction, collaborating with community groups, and ensuring sustainable environmental practice opportunities are maximized. While leading and being responsible for other leadership staff in the Division, the position supports the engagement of qualified Recreation and Facilities personnel and coordinating contracted services.

The delivery of services by the Recreation, Parks and Facilities Division plays a key role in building a strong community as part of the Corporate Strategic Plan by strengthening and promoting quality of life, health and wellbeing.

RESPONSIBILITIES

PROGRAM & SERVICE DELIVERY

- Manage all operations of the Recreation, Parks and Facilities Division in conjunction with Supervisors, including oversight of the day-to-day management and operations of parks, sports fields, recreation and municipal facilities, recreation and aquatic programming, facility rentals and leases, and overall internal and external customer service.
- Responsible for the long-term recreation program and facility planning, and long-term facilities maintenance planning, updating services standards, and physical upgrades.
- Develop policies, procedures, and performance standards, to support the operations of the Division, monitoring the relevance of existing policies and procedures, and making amendments when appropriate.

PARTNERSHIPS

- Foster community development and engagement, build relationships and promote Township services with local organizations and the community.

STAFF MANAGEMENT

- Leads and motivates a respectful work environment that embraces innovation, change, and reflects the Township's policies, procedures, and values.
- Manage operations of the Division in conjunction with Supervisors; including maintaining current job descriptions, hiring qualified candidates, conducting employee performance evaluations, ensuring that attendance and performance issues are effectively addressed with appropriate action taken when concerns arise with individual employees. dealing with union officials as needed for conflict resolution and participating with HR in grievance procedures.
- Frequently engage in two-way communication with staff regarding divisional and corporate plans, priorities, and objectives, linking them to the Strategic Plan and other associated plans and studies, ensuring staff understand how they make a difference for the Township.
- Support approved talent management processes, including the provision of performance reviews and the development and implementation of individual training and development programs.

BUSINESS PLANNING & FINANCIAL MANAGEMENT

- With divisional staff, develop and present the annual operating and capital budget for Director and Council consideration.
- Monitoring of divisional expenditures to stay within budget while reporting all potential issues to the Director and developing innovative ways to maximize revenues.
- Provide expertise and input to the Asset Management Program and ensure services and/or infrastructure are properly represented and accommodated in the Asset Management Program.
- Communicate division needs to the Director of Community and Customer Services to develop long term capital plans, including updating the Parks and Recreation Master Plan and delivery of Corporate Strategic Initiatives.
- Conduct research, evaluate, and review co-operative initiatives, joint provision of services, partnerships, new trends, and best practices to determine suitability of funding and continuation of recreational programs.

MARKETING, COMMUNICATIONS & PUBLIC RELATIONS

- Investigate public complaints or enquiries and take appropriate actions to restore good public relations.

HEALTH & SAFETY

- Investigate all incidents involving personal injury and/or equipment or property damage to determine root cause(s) and make recommendations on corrective actions.
- Oversee and ensure full implementation of risk assessment and risk management practices associated with recreation services and facilities maintenance.

Other duties as assigned.

*Note: All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.

MINIMUM QUALIFICATIONS:**Education**

- Three (3) year college diploma related to Recreation, Leisure Studies, Facilities Management and/or a related field of study.
- Certificate with a regulatory body related to Building Environmental Systems - Facilities Management, Parks and Recreation Management Certificate, PRO and/or Certificate in Recreation Leadership.

Experience

- Five (5) years management experience in the field of recreation, parks or facilities management in a municipal unionized environment.
- Demonstrated leadership experience in the field of recreation services or parks and facilities in a unionized setting.
- Demonstrated successful experience in leadership of others, technical project management; contract administration; environmentally sound decision making; cost benefit analysis.
- Experience working with community groups, community organizations, agencies, service clubs and or volunteer organizations in a leadership role.

- Exceptional customer service and public relations experience.

Knowledge/Skill/Ability

- Working knowledge of building and facility construction, building maintenance, including electrical, plumbing, HVAC, refrigeration, pool operation, health and safety, risk management.
- Working knowledge of recreation leadership, needs assessment, programming, risk management, grant proposal writing, equity diversity and inclusion, human relations, and the ability to plan and implement socio-recreation programs for people of all ages and abilities.
- Strong abilities in risk assessment and management.
- Thorough knowledge and working understanding of the legal framework related to parks, recreation, and facilities maintenance.
- Demonstrated ability to develop, implement, and maintain a health and safety program that is compliant with the Occupational Health and Safety Act and regulations, in accordance with the responsibilities of a manager.
- Ability to attract, motivate, fully engage, and retain a workforce of union and non-union employees through implementation of sound talent management practices, that build strong, effective teams and positive, productive work environment.
- Computer proficiency in a variety of applications including Microsoft Office, web- and cloud-based software.
- Ability to think and act strategically in a pressured environment, with demonstrated experience shaping and implementing divisional and corporate strategies.
- The ability to influence, guide, and support decisions through highly evolved interpersonal skills that build trust and cooperation; professional and effective approach with elected officials and other stakeholders; ability to deal with conflicting views using tact and diplomacy, mediation, and conflict resolution skills.
- Strong verbal and written communication skills, with the ability to be professional, concise, and accurate.
- Demonstrated flexibility and organizational skills to meet established deadlines in a dynamic work environment with shifting priorities, multiple demands, and some urgency.
- Ability to make sound and timely decisions under stressful conditions, including the ability to conduct quality research and analysis.
- Experience and strong knowledge of budgeting and budget monitoring.
- Ability to plan, implement, control and complete projects as assigned with minimal supervision.
- Understands the dynamics of a political organization and can maintain confidentiality, while navigating politically sensitive situations.
- Ability to role model both internal and external customer service principles and standards.

Other Requirements

- Possess and maintain a valid Class 'G' driver's license, in good standing and reliable vehicle to use on corporate business.
- Obtain and maintain satisfactory vulnerable sector Criminal Record Check (CPIC).

Note: Above duties are representative of a typical position and are not to be construed as all-inclusive.

WORKING RELATIONSHIPS:

Internal

Daily communication with colleagues throughout the organization and occasional communication with Members of Council.

External

Regular communication with service clubs and community organizations, contracted professionals, other municipalities, and government agencies.

WORKING CONDITIONS:

- Normal office environment working conditions apply.
- In response to operational needs work the occasional evening and weekend for meetings and to respond to issues evenings and weekends as they arise.
- May be seated for long periods (3-4 hours).
- Occasional lifting, carrying, and moving of items may occur.

Note: The foregoing is intended to outline the general description of duties and responsibilities for this position. It is not intended, nor should it be interpreted as a complete description. Loyalist Township reserves the right to amend this position description at any time.

Loyalist Township values a diverse workforce and looks to attract and retain people who will work together to provide excellent service to our residents, visitors, business partners, and each other. If you are looking for a rewarding opportunity to work with a team of professionals dedicated to promoting the quality of life and prosperity of our community, come join us!

In accordance with the *Accessibility for Ontarians with Disabilities Act*, Loyalist Township is pleased to accommodate the individual needs of applicants with disabilities within the recruitment and selection process. Please contact the Human Resources team at hr@loyalist.ca or 613-386-7351 ext. 149 if you require accommodation.