



Manager of Parks and Recreation

Shape the Future of Recreation in Drumheller!

With 8,000 residents and nearly 1 million annual visitors, the Town of Drumheller is a vibrant, growing community and a renowned tourism destination in the heart of the Canadian Badlands.

The Town is seeking a dynamic and experienced Manager of Parks and Recreation to lead the planning and delivery of accessible, community-focused parks, trails, and recreation services. Reporting to the Director of Corporate & Community Services, this leadership position manages a dedicated team and oversees the Badlands Community Facility, Drumheller Aquaplex, and Drumheller Memorial Arena, all of which are essential community hubs that support active living, wellness, and connection.

This role involves leading strategic, operational, and capital planning in alignment with the Town's Recreation Master Plan. Responsibilities include managing day-to-day operations across key facilities, including staffing, programming, customer service, and revenue generation. The Manager also prepares and oversees budgets, supports long-term sustainability of recreation infrastructure, and builds strong partnerships with user groups, tenants, and community organizations.

Additional responsibilities include delivering recreation services, capital projects, and environmental initiatives. A strong focus on staff development is essential, with the Manager mentoring full-time, part-time, casual, and seasonal employees in a positive, team-oriented environment. Working closely with tenants, event organizers, and local groups will help maximize the use and value of community spaces.

The successful candidate will also oversee scheduling systems, point-of-sale functions, and reporting processes to ensure efficient facility operations. They will evaluate recreational and fitness programs, pursue grants and sponsorships to expand offerings, and serve as a liaison on relevant boards and committees to strengthen public communication and community engagement.

Required Qualifications

- Diploma or degree in Recreation Management, Facility Management, Parks Administration, or a related field
- Minimum 5 years of progressive leadership experience in recreation or facility operations, preferably in a municipal environment
- Proven experience managing staff, operational and capital budgets, and capital projects
- Excellent communication, organizational and community engagement skills
- Strong financial and budgetary management abilities
- Proficiency with recreation or facility management software (ActiveNet experience is an asset)
- Valid Class 5 Driver's License, Standard First Aid/CPR, PROSERVE/PROTECT (or willingness to obtain)
- Certifications such as CPRA or Certified Pool Operator are considered strong assets



Additional Information

The Town of Drumheller offers a competitive compensation package that includes salary, vacation, management leave, extended health and wellness benefits, LAPP pension (effective date of hire), professional development support, and a supportive, team-focused environment.

Prospective candidates must be prepared to undergo education verification and a satisfactory criminal record check and must be willing to relocate to Drumheller. Financial relocation assistance may be available.

The Town of Drumheller values diversity of skills, talent, and perspectives, fostering an innovative and collaborative atmosphere. We are committed to maintaining a respectful and inclusive workplace and encourage applications from all qualified individuals.

If you are interested in this challenging and rewarding opportunity and want to be a leader among professionals in a globally recognized destination, consider making the Town of Drumheller your community and your team.

Application Deadline: August 15, 2025

Interested candidates can submit a resume and cover letter via our [CAREERS site](#). We thank you in advance for your interest. Only those applicants selected for an interview will be contacted.

We are committed to fostering an inclusive and accessible recruitment process. If you require accommodation at any stage of the selection process, please let us know. We will work with you to meet your needs in a timely and respectful manner, ensuring equitable participation for all applicants.