



100 John West Way
Aurora, Ontario
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aurora.ca

Town of Aurora

Employment Opportunity

Community Services

Recreation Supervisor, Community Programs

Employment Type: Permanent, Full Time

Location: Aurora, Ontario

Salary Range: \$93,491.95-\$116,864.93

Closing Deadline: September 8, 2025

The Town of Aurora is located in the heart of York Region and just 30 kilometers north of Toronto. Our vision is to become a progressive community with a small-Town charm and our mission is to deliver exceptional services that make people proud to call Aurora home. Our workforce is talented, diverse, and committed to fostering a culture that exemplifies teamwork, embraces innovation, and values diversity, equity, and inclusion to achieve mission excellence. It is important that our workforce reflects the citizens we serve. Come join us at the Town of Aurora, "You're in Good Company".

Position Summary

Reporting to the Manager of Recreation, the Recreation Supervisor, Community Programs, will oversee the design, implementation and evaluation of programs and services for pre-school, children, youth, community development and persons with disabilities.

Responsibilities

- Supervises the development, implementation and evaluation of programs related to pre-school, children, youth, and persons with disabilities. Formulates service levels based on demand and resources available. Implements measurements and key performance indicators to support and improve quality services and programs. Ensures all documentation, records management, and applicable legislation/regulatory standards are complied with.
- Assesses staffing needs, leads recruitment and selection of division staff (full time and part time), supervises division staff including orientation and training, performance evaluation, safety, discipline, grievance response and payroll approvals.
- Liaise with facility users, program participants, community groups/agencies, professional associations, service contractors, staff and the general public with regard to programming, partnership development and enquiries; resolves complaints and concerns.
- Develops an annual operating budget for approval, administers budget allocations and approvals, prepares purchase orders etc., monitors revenues and expenditures to ensure adherence to approved operating budget.

Qualifications

- College diploma in Recreation Leadership, Sports Administration or related discipline.
- Minimum of three (3) to five (5) years of relevant experience preferably at a municipal level with demonstrated supervisory, administrative and community service/program development experience.
- Thorough working knowledge of recreation program development, design, delivery, and evaluation concepts.
- Excellent analytical, organizational, interpersonal, supervisory and problem solving skills.
- Ability to deal courteously and effectively with staff, other departments/levels of government, community groups/organizations, program participants and the general public.
- Availability to work flexible hours will be required to accommodate evening meetings, program/facility supervision and/or special events.
- Current Standard First Aid and CPR-C certification.
- Must hold a valid Class "G" driver's license and a reliable vehicle to use on Town business.

Successful applicants to this position will be required to provide a **Police Criminal Record Check** that is satisfactory to the Town prior to their start date at the applicants' own cost.

If you are interested in joining our dedicated team of municipal professionals, please visit our [Jobs - Town of Aurora](#) page and apply to the position directly.

The Town of Aurora is an equal opportunity employer that is committed to an inclusive, barrier-free recruitment and selection processes and work environments. We are committed to recognizing and celebrating the diversity of opinion, talent and expertise that make each person unique. We thank all applicants and advise that only those selected for an interview will be contacted.

Applicant information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine qualifications for employment with the Town of Aurora. Questions about this collection of personal information should be directed to the Human Resources Division at 905-727-3123.

Artificial Intelligence Transparency Notice

At the Town of Aurora, we are committed to transparency and fairness in our recruitment process. While we utilize a recruitment system (ADP Workforce Now) with Artificial Intelligence (AI) powered capabilities, we do not currently use AI technology to screen, assess or select applicants relating to the recruitment process. While our system is equipped with AI tools, we prioritize a human-centered approach to recruitment. All candidate evaluations are conducted through direct human interaction, ensuring that hiring decisions are based on a thorough review of qualifications, skills, experience, and corporate cultural fit. We remain committed to transparency, fairness, and compliance with all relevant legislation, including Bill 149, in order to protect the rights and privacy of all applicants.