



FULL-TIME ARENA/PARK SUPERVISOR
(COMPETITION NO.: CLK-2025-16)



Posting Date:	September 26, 2025	Closing Date:	October 10, 2025
Department:	Facilities & Recreation	Hours per Week:	40 hours per week
Benefits Entitlement:	Yes	Existing Position:	Yes
Pension Entitlement:	Yes - Employer Matched Contributions		
Salary Level 208	\$101,150 – \$126,443 (2025)	Union:	Non-Union

Interviews are tentatively scheduled for October 24, 2025. Further details (including time and location) will be provided to candidates selected for interviews.

Position Summary

The Arena/Parks Supervisor is responsible for the front-line supervision of all arena and park staff and unionized and non-unionized summer students. Responsible for maintaining and ensuring the proper maintenance of all arenas, parks, walking/hiking trails and recreational assets throughout the City to ensure that they are safe for public use. Provide day-to-day supervision and direction to staff in the delivery of services involving the arenas and municipal parks and recreation assets and to provide support in the delivery of special events and tournaments.

Duties

- Develop and implement a proactive annual operations plan for all arenas and parks
- Collaborate with event, operations, and coaching teams to prepare arenas and halls for games, tournaments, camps and community events
- Provide direction and guidance to staff regarding work being performed including recommendations concerning policies and standard operating policies
- Oversee the annual flower/beautification program, including tendering process, planting and ongoing maintenance of flowers, shrubs and trees
- Ensure the ice quality is maintained throughout the season in all arenas
- Responsible to ensure all parks, sport fields, courts, playgrounds and equipment, walking/hiking trails and all other recreational areas are maintained
- Manage the annual ice allocation and sport field allocation process
- Assist with the implementation and budgeting of operation and capital projects
- Assist with the preparation of standardize tender, request for proposal and quotation documents
- Other duties as assigned

Qualifications

- Three-year Community College Diploma in Recreation and Leisure or a combination of education and experience acceptable to the Employer
- Minimum five years' experience in arena and park operations
- Basic Refrigeration mandatory
- ORFA Certified Ice Technician preferred
- Competent Knowledge of an Ice Re-Surfacers
- Legal Awareness I – Supervising in a Recreation Environment preferred
- Competent Knowledge of Univerus Booking Software and Mainstar Work Order Systems preferred
- Current and clear Criminal Record Check with Judicial Matters Record Check required

How to Apply

To apply for this position, applications must be received by the Human Resources Department no later than **4:00 pm** on the closing date of **October 10, 2025.**

Via Email: human_resources@timmins.ca

The City of Timmins is committed to providing a safe and supportive workplace where diversity, equity and inclusion are at the core of how we conduct business. As part of this commitment, we will ensure that persons with disabilities are provided reasonable accommodations throughout the recruitment and selection process, in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act. We thank all applicants for their interest; however, only candidates under consideration will be contacted.

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[\(705\) 264-1331](tel:(705)264-1331)