



## **Manager, Recreation Planning and Community Development**

Permanent Full-Time

**J1025-0117**

The Town of New Tecumseth is looking for a Manager, Recreation Planning and Community Development to join our 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.

### **What we promise:**

- 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 centres
- professional development opportunities

Reporting to the Director, Recreation, Facilities and Culture, the Manager, Recreation Planning and Community Development is responsible for managing, providing leadership and direction to the Programs and Community Development business units.

At the Department level this position plays a key role by contributing to the management and implementation of the annual business plan, operational budget, seasonal work plan, and directs the strategic planning and achievement of the objectives for each business unit. The Manager is responsible for the strategic planning and operational delivery of programs and services from both a direct and indirect delivery perspective, driving revenue and delivering on key departmental initiatives, strategically building capacity within the not-for-profit and sport sectors and the execution of the operating and capital budgets under the position's responsibility.

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

- Leads and manages staff to meet performance standards for the delivery of programs and services by the Branch and is responsible for effective planning, allocation and management of all material, financial and human resources in alignment with the Town's Recreation Master Plan.
- Manages assigned staff, including recruitment, training & development, performance management, grievance response, discipline, scheduling, payroll approval, authorization of overtime; makes recommendations regarding promotion, demotion and termination.
- Provides leadership to Branch through change management, mentoring and coaching staff, while promoting values of continuous improvement and ethical and accountable decision making.
- Provides a key support role with affiliated community organizations, including sport and recreation organizations, to develop and strengthen their overall capacity to deliver high quality services to the community.
- Manages conflict situations with internal and external stakeholders, and works to resolve disputes or issues, including responding to inquiries, complaints and requests for information; and informs or escalates to the Director as required.
- Acts as Town representative and liaison with government agencies, organizations, external agencies, and associations regarding Branch related matters.
- Responsible for managing Branch budget which includes financial planning, budget preparation, control & monitoring of work units, with control over the daily input into operational activities. Reviews, updates and/or establishes business processes, goals, objectives, policies, procedures & priorities to enhance effectiveness & efficiency.
- Contributes to the development of the annual business plan, minor capital and operating budget for the Branch. Accountable for the management of revenue and expenditure targets, and for analyzing budget figures and reviewing trends and performance data to ensure adherence to the performance plan.
- Sets annual and seasonal Branch objectives which are consistent with the corporate Strategic Plan, Business Unit, and Department Plans, objectives and targets.

**What you bring to the team:**

- Formal education in Recreation Management, Business Administration, or related field of study is preferred. Equivalent experience in a similar role will be considered.
- Class G Driver's license in good standing and a reliable mode of transportation for use on corporate business.
- Police vulnerable sector record check satisfactory to the Town is required.
- 5 - 7 years demonstrated relevant experience in Recreation Services
- 3 years additional supervisory/management level experience working in Recreation Services
- Demonstrated supervisory, leadership and team-building skills.
- Excellent verbal and written skills.
- Ability to maximize the use of human and financial resources to meet community and departmental needs.
- Experience with business plans and community development initiatives.
- Ability to plan, organize, prioritize and balance multiple responsibilities, shifting priorities, regular workflow interruptions while maintaining a positive attitude.
- Proven ability to manage conflict, effectively problem solve, be capable of working under stressful conditions as well as possess organizational and analytical skills and abilities.
- Demonstrated knowledge in recreation programming, aquatics and event management including partnerships, pricing, public relations and promotion.
- Knowledge of community development and networking skills to develop partnerships with service clubs, not for profit, community organizations and private partners.
- Strong demonstrated knowledge of community event planning, delivery and facilitation encompassing a wide range of media.
- Knowledge and experience in preparing and presenting annual objectives, business plans and seasonal work plans and budgets including report generation to senior management and/or Council.
- Experience in, and ability to, present information to staff, Council, the public, committees, community organizations, agencies, school boards and user groups applying a variety of presentation techniques in a clear and concise manner.
- Ability to develop and implement policies and procedures to contribute to corporate strategic objectives with integrated recreation and culture strategic plans.
- In depth working knowledge of software systems specific to the requirements of the Branch, applications and reports related to all aspects of facility booking, memberships, recreation and culture program registration.
- Proficient in the use of MS Office (i.e. Word, Excel, PowerPoint and Outlook), and other technology required for the day-to-day administration of the role.
- Knowledge of applicable legislation, bylaws, legal proceedings and the ability to interpret legislation.
- Must meet the definition of Competent in accordance with the Occupational Health and Safety Act.

**Salary:** \$111,967.31 - \$139,968.47, plus employer paid benefits and OMERS pension plan

**Hours:** 35 hours per week, Monday to Friday

**Location:** New Tecumseth Recreation Centre

**Start Date:** December 8, 2025

**To apply, please submit a cover letter, resume and copies of the required credentials by October 20, 2025**

<http://clients.njoyn.com/CL3/xweb/xweb.asp?clid=56628&page=jobdetails&jobid=J1025-0117&BRID=EX334183&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.