



## Director of Recreation & Community Services

Lead and shape the future of community life in Drumheller!

Make your mark where history meets horizon. In Drumheller—home to the world-famous Dinosaur Valley—our breathtaking Badlands backdrop, vibrant recreation culture, and tight-knit community create a place where your leadership truly matters. As Director of Recreation & Community Services, you'll be a champion for community building and active living, shaping experiences that define what it means to live, visit, and play here. If you're ready to lead with passion, spark innovation, and leave a visible legacy across our valley, we'd love to meet you.

### POSITION SUMMARY

This position provides leadership and operational oversight for community-facing services, including recreational and event facilities, parks and trail systems, Family and Community Support Services (FCSS), and community group partnerships/relations. The Director of Recreation & Community Services ensures that the department programs and services are aligned with Council strategic priorities and managed in a fiscally responsible manner covering multi-year budgets, cost-recovery targets, fee recommendations, and lifecycle planning.

### SPECIFIC ACCOUNTABILITIES

#### Strategic Leadership

- Aligns department decisions and priorities with the Recreation Master Plan and other approved strategic documents; interpret and implement plan directions in day-to-day operations and long-range planning.
- Prepares comprehensive reports, featuring well-supported recommendations for review by the Chief Administrative Officer and Council.
- Leads the development and stewardship of applicable municipal policy and bylaws for the department.
- Provides direction for community recreation services, capital projects, and environmental initiatives to ensure services are sustainable, inclusive, and responsive to community needs.

#### Parks, Facilities, Aquatics

- Sets and monitors service standards, utilization targets, customer-satisfaction goals, and lifecycle plans across multi-use facilities, parks, trails, aquatic and arena operations.
- Manages all aspects of administrative operations at the Badlands Community Facility (BCF), Aquaplex, and Memorial Arena including staffing, programming, scheduling, customer service, and revenue generation.

- Coordinates the maintenance of Town-owned parks and recreational facilities with the Infrastructure Services department to minimize downtime and ensure alignment with capital renewal with asset management programs.
- Oversees long-term planning and sustainability of recreation and parks capital assets and amenities, integrating environmental and accessibility considerations.
- Provides leadership to FCSS initiatives to align programs and grants to provincial FCSS outcomes and local needs.
- Leads the planning and evaluation of community programs, recreational/fitness initiatives, and Town special events across all facilities.
- Manages community grant funding programs and ensure agreement and accountability requirements are met.
- Engages community members, user groups, and stakeholders to inform programming and facility use.
- Serve as the Town's liaison on relevant boards and committees and communicate regularly with the public about recreation facilities through public relations and community engagement.
- Owns the community led special events framework (criteria, risk reviews, site plans, permitting, calendar deconfliction) in collaboration with Protective Services, Infrastructure Services, and Communications.
- Oversees bookings/permits for facilities/fields/open spaces; working collaboratively with tenants, event organizers, and community groups to maximize facility use and value, optimize utilization, access, and customer experience.
- Participates in Emergency Management as departmental lead for reception-centre readiness, facility logistics, and public information support.

#### Financial Planning, Budgeting & Purchasing

- Prepares and manages operating and capital budgets for the department, monitoring expenditures and revenues to ensure adherence to purchasing policies and approved budgets.
- Recommends fees-and-charges updates and program cost-recovery targets aligned to market comparators, equity, and accessibility goals; integrate lifecycle planning to sustain service levels.

### People, Leadership & Culture

- Supervises, mentors, and supports full-time, part-time, casual and seasonal staff teams in alignment with established Collective Agreements and HR policies.
- Works in collaboration with Human Resources to recruit, performance-manage, succession plan, and deploy strategic workforce planning strategies according to business calendar and seasonal requirements.
- Promotes a respectful and inclusive workplace aligned with the Town's values and in compliance with the Alberta Employment Standards Code, Alberta Human Rights Act, Occupational Health and Safety Act/Regulation/Code, *Access to Information Act (ATIA)* and the *Protection of Privacy Act (POPA)*.

### **EDUCATION AND EXPERIENCE**

- Degree or diploma in Recreation Management, Facility Management, Parks Administration, Business, Community Development, Public/Business Administration, or a related field.
- Minimum 9 years of progressive leadership experience in community services, recreation or facility operations (preferably municipal), with demonstrated success managing staff, budgets, capital planning, and facility operations.
- Required (or willingness to obtain within a set timeframe): NACLA Level I/II; valid Class 5 driver's license.
- Assets: CPRA (Certified Parks and Recreation Professional) or equivalent; ICS/Emergency Management exposure.

### **ADDITIONAL REQUIREMENTS**

- Knowledge of municipal community services; recreation trends; parks/facility operations; aquatics standards; cemetery operations; FCSS frameworks; OH&S and regulatory requirements; policy/bylaw processes; public engagement and accessibility principles.
- Strong leadership, problem-solving, and organizational skills; stakeholder engagement; contract/sponsorship negotiation; grant development; asset/lifecycle planning; financial planning and budgeting; risk management; clear written/oral communication.
- Balances strategy with operations; navigate political/organizational complexity; present to Council/public; build inclusive, high-performing teams; interpret and implement strategic documents (e.g., Recreation Master Plan).
- Holds a valid Class 5 driver's licence, satisfactory Criminal Record Check and Vulnerable Sector Search, and maintains all position-related certifications.



**Employment Category:** Permanent Full-Time  
**Hours per Week:** 37.5 hours (Monday to Friday)  
**Compensation:** \$119,108.00-\$150,869.00

**BENEFITS:** The Town of Drumheller offers a competitive compensation package that includes salary, vacation, personal leave, extended health and wellness benefits, LAPP pension (effective date of hire), professional development support, and an excellent team environment.

**HOW TO APPLY:** Please submit your **cover letter and resume** through the [CAREERS](#) section on our website before end of day November 21, 2025.

*The Town of Drumheller is an equal opportunity employer and strongly supports diversity in the workplace. All qualified candidates who are authorized to work in Canada are encouraged to apply.*

*We thank all applicants for their interest; however, only those selected for an interview will be contacted*

Live, work, and thrive in the heart of the Canadian Badlands!