



Manager, Pan Am Centre and Sport Development

Regular Full Time

\$125,739.00- 168,996.00

The City of Markham is consistently ranked among Canada's top municipal employers. In 2026, the City received its sixth consecutive Canada's Best Employers recognition from Forbes and Statista Inc., placing third among municipalities and 15th overall in Government Services. An award winning municipality, Markham is recognized for its leadership in sustainability, innovative urban planning, and strong fiscal management. Serving a diverse and growing community of more than 370,000 residents, Markham combines rich heritage with a vibrant local economy and offers employees the opportunity to contribute to meaningful, impactful work that helps strengthen the community we serve.

Job Summary

Reporting to the Director of Recreation Services, the Manager, Pan Am Centre and Sport Development is a member of the Recreation Services Management Team and plays a key leadership role in working closely with the Director and Destination Markham to develop strategic plans to support the development of sport and sport tourism in Markham with a specific focus on the Markham Pan Am Centre and the Markham Sport Development Strategy.

The Manager will be responsible for the operation of the Markham Pan Am Centre including hosting events and developing partnerships for the use of the Markham Pan Am facilities. The Manager will also lead business, revenue and program development for the Markham Pan Am Centre and ensure that there is a fair and equitable distribution of space in these facilities with respect to community sport groups and regional clubs while ensuring access to high calibre athletes for training purposes.

This position provides leadership and direction including mentoring, supporting, motivating and providing guidance on performance management to approximately 10 staff within the work group. The Manager fosters workplace practices committed to service excellence and health and safety.

Key Duties

- Provide leadership, management, administration and supervision for the Markham Pan Am Centre facility.
- Work with national and provincial sport governing bodies to identify opportunities to host events and work with local and region clubs in the development of partnerships for use of the Markham Pan Am facilities.



- Work in partnership with community sport groups to provide quality training and competition venues.
- Work with York University to provide recreational access to the faculty and students.
- Provide leadership to the team in support of the annual allocation of facilities to community sport organizations in a fair and equitable manner.
- Lead the bid development for Provincial, National and International sport events city wide with an emphasis on the Markham Pan Am Centre.
- Develop, in partnership with community stakeholders, the Sport Development Strategy.
- Provide leadership in the development of the sport tourism strategy for Markham.
- Identify and create opportunities to initiate new connections (including partnerships) that will facilitate the achievement of strategic goals.
- Provide leadership and direction to the staff team including coaching, training, developing, motivating and mentoring of direct reports.
- Responsible for development and monitoring of the annual operating budget for the Markham Pan Am Centre. Report on a monthly basis the results and adjust budgets as required to meet monthly allocations. Develop strategies that increase revenues opportunities. Manage capital budget and lifecycle budgets.
- Ensure compliance with all relevant legislation, collective agreements and corporate policies and procedures.
- Ensure staff team works in a safe manner in accordance with the organization's health and safety policies and procedures.

Qualifications

- Post Secondary Education in Sport Management, Recreation or equivalent.
- 5 -7 years in a management capacity with experience working in a unionized environment.
- Experience working with a Provincial and/or national sport governing body an asset.
- Strong political acumen.
- Facility Management experience would be an asset.
- Strong report writing skills.
- Marketing and Communication experience would be an asset
- Strong community partnership building skills.
- Demonstrated experience managing budgets.

CORE BEHAVIOURS

- **Service Excellence:** Focuses organizational resources on understanding and responding effectively and efficiently to customer needs.
- **Change & Innovation:** Encourages innovation and effectively leads, implements, assesses and sustains change initiatives.



- **Teamwork & Relationship Building:** Develops collaborative and high performing teams as well as effective relationships with colleagues and partners.
- **Communication:** Adapts communication approach to needs of audience and situation, and develops staff in this area.
- **Accountable & Results Oriented:** Ensures work group behaves ethically and complies with expectations, policies and legislation; focuses work group efforts to work plan.
- **Management & Leadership:** Builds an engaging environment that supports learning, career development and regular feedback, and that attracts and retains high performing staff.
- **Strategic Thinking & Planning:** Understands and assesses complex concepts, trends and relationships; participates in business planning; makes decisions that align with the City's strategic direction.

The City of Markham is committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs. We thank all those who have applied however only those applications selected for an interview will be contacted.

Please respect our scent free area by not wearing scented products when visiting the office.

AI Disclosure

At the City of Markham, we value transparency and fairness in recruitment. While our system (ADP Workforce Now) includes AI-powered features, we do not use AI to screen, assess, or select applicants. All evaluations are conducted by people.

Vacancy:

Replacement Vacancy