



MANAGER, RECREATION SERVICES

The City of Belleville, known as the 'Friendly City', is located at the mouth of the Moira River where it meets the picturesque Bay of Quinte. Experience world-class fishing, boating, cycling, and walking along approximately 14 kilometers of waterfront trails. Situated between Toronto and Montreal, and less than one hour from the U.S. border, the City truly is at the center of it all.

Approximately 56,000 people make Belleville their home and over 220,000 live within 30 minutes of the City. We are in close proximity to Prince Edward County where you can discover award winning wineries and numerous beaches including Sandbanks Provincial Park. We are home to Loyalist College of Applied Arts and Technology as well as Albert College, Canada's oldest co-ed boarding independent private school. The historic downtown core provides numerous restaurants, shopping and live music and theater venues for an amazing cultural experience. Our inviting blend of small town warmth and big city amenities, quality of life and affordable housing make Belleville the perfect place to live, work and play. More information is available at www.belleville.ca

Currently, the City of Belleville has an exciting opportunity for a highly motivated, strategic, and dynamic individual to join our Community Services Department - Recreation Division as the Manager, Recreation Services.

Position Type: Permanent Full Time

Number of Positions: One (1)

Department: Community Services Department - Recreation Division

File Number: SV26-71

Location: Quinte Sports and Wellness Centre (265 Cannifton Road, Belleville, ON)

Hours: 35 hours per week, Monday to Friday 8:30am - 4:30pm

Employee Group: Non-Union

Salary: Grade 5 (\$134,127.06 - \$159,675.26 per year)

Closing Date: Wednesday, July 8, 2026 at 4:30 PM

PURPOSE AND SCOPE:

Reporting to the Director, the Manager of Recreation Services is a senior leader responsible for the strategic planning, delivery, and continuous improvement of recreation services.

The position provides leadership in developing inclusive, innovative, and sustainable recreation programs, services, and events that enhance community well-being that align with the City's strategic priorities.

The Manager oversees a multi-disciplinary division responsible for recreation programming, customer service including marketing, facility bookings and rentals, community events, and administrative services. The role ensures service delivery is responsive, accessible, financially sustainable, and aligned with current and future community needs.

This position leads divisional planning, contributes to corporate strategic initiatives, and plays a key role in policy development, service modernization, and long-range planning, including recreation master planning and growth strategies.

The Manager is accountable for the preparation, implementation, and monitoring of the division's operating budget, including multi-year financial planning, revenue optimization, and fiscal sustainability.

KEY RESPONSIBILITIES:

This position will:

- Lead the development and implementation of divisional goals, objectives, and service strategies aligned with departmental and corporate priorities
- Contribute to long-range planning initiatives, including recreation master plans, service reviews, and growth-related planning
- Use data, trends, and community feedback to inform decision-making and continuous service improvement
- Identify emerging trends and implement innovative approaches to recreation service delivery
- Act as a delegate for the Director and department leadership team, as assigned
- Provide strategic oversight of recreation programs, bookings and rentals, events, client services and marketing, and administrative functions
- Ensure services are accessible, inclusive, high-quality, and aligned with community needs
- Continuously evaluate service delivery models, operational effectiveness, and resource allocation, identifying opportunities for improvement
- Ensure due diligence in all areas of risk management, safety, and regulatory compliance
- Lead development and oversight of the division's operating budget, including forecasting, monitoring, and financial reporting
- Develop and implement revenue generation strategies, cost recovery models, and service sustainability plans
- Monitor financial performance and implement corrective actions as required
- Foster a high-performing, inclusive, and accountable workplace culture aligned with corporate values
- Lead talent management practices including recruitment, performance management, succession planning, and staff development
- Support and lead change management initiatives within the division
- Ensure compliance with Occupational Health & Safety legislation, collective agreements, and City policies
- Lead a diverse workforce within a unionized and non-union environment
- Provide leadership on complex employee and labour relations matters
- Build and maintain strong relationships with community groups, partners, stakeholders, and service providers
- Lead strategic partnership development to enhance service delivery and community outcomes
- Provide strategic oversight of community and corporate events as assigned to Recreation Services to ensure alignment with City objectives and community impact
- Provide strategic advice and recommendations to the Director, Senior Leadership Team, and Council on recreation services and emerging issues
- Prepare and present reports, briefings, and recommendations to Council and Senior Leadership
- Lead or support negotiations related to contracts, agreements, and partnerships
- Participate as a key member of the departmental management team in labour relations matters, including discipline, grievances, and negotiations as required
- Perform all tasks and responsibilities through the lens of Equity, Diversity, Inclusion, ensuring commitment to fairness, representation, accessibility and respect for diverse perspectives and cultures in all aspects of work.

- Promote accessibility, representation, and culturally responsive service delivery

Note: *the above duties and responsibilities are not to be construed as all-inclusive.*

EDUCATION/TRAINING/SPECIALIZED SKILLS:

Minimum Qualifications:

- University degree in Business, Recreation/Leisure and/or related field
- Valid class “G” driver’s license and satisfactory driver’s abstract to be held and maintained.
- Satisfactory Criminal Record Check (“CRC”) and Vulnerable Sector Screening (VSC) prior to commencing work at the City of Belleville

Preferred Qualifications:

- Professional Certificate in Parks and Recreation Leadership (PRO) or equivalent
- Training or certification in leadership, public administration, or project management

WORK EXPERIENCE:

Required Qualifications:

- Minimum 7 years of municipal experience in recreation or a related field, including at least 5 years of supervisory/management experience in a unionized and business/ service-oriented environment.
- Demonstrated leadership experience in strategic planning, service delivery, and operational management
- Experience in recreation programming, service delivery, marketing and event coordination within a municipal or public-sector environment
- Strong financial management experience, including budgeting, forecasting, revenue generation, and cost control
- Experience in community engagement and partnership development and stakeholder relations
- Demonstrated political acuity and ability to operate effectively within a municipal governance environment
- Strong knowledge of applicable legislation including Occupational Health and Safety Act and relevant regulations
- Excellent communication skills, both verbal and written, with the ability to prepare reports and present to leadership and Council
- Proficient use of computers and related industry software including Recreation software programs.
- Proven ability to make sound, timely decisions in a complex and dynamic environment while maintaining a strong customer service focus.

Preferred Qualifications:

- Experience leading multi-functional teams in a unionized municipal environment.
 - Experience leading organizational change, service transformation, and modernization initiatives
 - Experience contributing to recreation master plans or long-term planning initiatives
 - Demonstrated success in building high-performing teams and fostering a positive workplace culture
 - Proven ability to influence, collaborate, and build consensus with diverse stakeholders, community partners, and elected officials
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WHAT'S IN IT FOR YOU:

- Competitive market salary
 - Competitive employer-paid extended health benefits
 - OMERS Pension Plan
 - Live, work, and play in the beautiful city of Belleville and experience all that it has to offer.
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HOW TO APPLY:

www.belleville.ca/careers

We thank all applicants who apply but advise that only those selected for an interview will be contacted.

Please be advised that the City of Belleville uses email to communicate with their applicants for open job postings. It is the applicant's responsibility to include an updated email address that is checked frequently and accepts emails from unknown users. As we send time-sensitive correspondence regarding recruitments via email, it is imperative that applicants check their email regularly. If we do not hear back from applicants, we will assume that you are no longer interested in the job posting.

The City of Belleville is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Human Resources Division to ensure your accessibility needs are accommodated throughout this process.

Personal information and any supporting material will be administered in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).