TOWN OF TABER

EMPLOYMENT OPPORTUNITY



Manager of Recreation

Competition No. JP26-041
External Posting

Duration:	Permanent Full Time
Manager:	Director of Community Services
Wage:	$114,653.00 - $137,725.00/year plus benefits & pension
Hours of Work:	37.5hrs/week: Monday – Friday
Close Date:	Open Until a Suitable Candidate is Found

POSITION SUMMARY:

Reporting to the Director of Community Services, the Manager of Recreation is responsible for the administration, operation, and continuous improvement of municipal recreation services, recreation facilities, parks, and related programs. The role provides leadership to recreation staff, supports the development of community partnerships, oversees departmental budgeting and planning, and ensures safe, efficient, and responsive recreation services that align with municipal goals, policies, and legislative requirements.

WORK ENVIRONMENT:

- Primarily works in a municipal office environment with regular attendance at recreation facilities, parks, and project sites.
- Regular interaction with staff, volunteers, user groups, community organizations, elected officials, contractors, and the public.
- Occasional evening and weekend work required to support programs, special events, meetings, and emergency response activities.
- Participation in the Municipality's Emergency Preparedness and Response Team as required.

RESPONSIBILITIES:

Leadership and Administration

- Provide leadership, direction, and supervision to recreation staff, fostering a culture of accountability, teamwork, customer service, and continuous improvement.
- Recruit, onboard, train, evaluate, and support employees in accordance with municipal policies and human resource practices.
- Conduct performance reviews and provide coaching, mentoring, professional development opportunities, recognition, and corrective action when required.

Strategic Planning and Service Delivery

- Contribute to departmental and corporate strategic planning initiatives, goals, and priorities.
- Monitor recreation trends, community needs, and industry best practices to identify opportunities for service improvements and program development.
- Develop and implement operational plans that support effective recreation service delivery and responsible asset management.
- Ensure recreation facilities, parks, and programs operate in accordance with applicable legislation, regulations, policies, and standards.

Posted – November 3rd, 2026

TOWN OF TABER

EMPLOYMENT OPPORTUNITY



Community Relations and Partnerships

- Develop and maintain positive working relationships with community organizations, user groups, schools, service clubs, and regional stakeholders.
- Support community organizations through information sharing, resource coordination, volunteer development, and guidance on recreation-related initiatives.
- Collaborate with internal departments to promote recreation facilities, services, programs, and events through various communication channels.
- Identify and pursue grant and funding opportunities that enhance recreation services and community well-being.

Recreation Programs and Events

- Oversee the planning, coordination, and evaluation of municipal recreation initiatives and special events.
- Support community-led events through the provision of advice, resources, facility coordination, and municipal approvals where appropriate.

Facilities and Capital Projects

- Coordinate with facility operations staff to support effective maintenance planning, scheduling, and service delivery.
- Assist with the planning and implementation of recreation-related capital projects, facility improvements, and operational enhancements.
- Ensure appropriate operational procedures are established to protect patrons, staff, facilities, equipment, and municipal assets.

Health and Safety Compliance

- Ensure compliance with occupational health and safety, public health, environmental, and municipal risk management requirements.
- Maintain appropriate safety documentation, reporting, inspections, training records, and compliance systems.
- Stay current with legislation and regulatory changes affecting municipal recreation operations.

Reporting and Governance

- Prepare reports, recommendations, presentations, and supporting information for the Director, senior administration, Council, and committees as required.
- Participate in stakeholder meetings, public consultations, and interdepartmental initiatives related to recreation services.

SKILLS AND ABILITIES:

- Strong leadership, supervisory, and employee development skills.
- Excellent interpersonal, communication, conflict resolution, and customer service abilities.
- Ability to build collaborative relationships with community partners, stakeholders, and municipal staff.
- Strong organizational and project management skills with the ability to manage multiple priorities.
- Sound financial management and budget administration abilities.
- Knowledge of municipal recreation operations, programming, facilities, and parks management principles.
- Strong problem-solving, decision-making, and analytical skills.
- Proficiency with Microsoft Office and municipal business software applications.

Posted – November 3rd, 2026

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EMPLOYMENT OPPORTUNITY



PHYSICAL, MOTOR & VISUAL SKILLS:

- Physical Skills Work requires moderate physical strength and effort occasionally, such as lifting approximately twenty pounds, carrying object(s) and stacking them or placing them in a storage area.
- Motor Skills Work requires pulling, pushing, standing, or walking throughout workday.
- Visual Skills Work requires reading and reviewing documents both in paper and electronic form.

MINIMUM QUALIFICATIONS & DESIRED SKILLS:

- Recreation Core Courses (Arena Operator Level 2, Swimming Pool Operator Level 2, Parks and Sports Field Level 2)
- Minimum five (5) years of progressively responsible management or supervisory experience, preferably in municipal recreation, facilities, parks, or community services.
- Valid Class 5 Driver's License.
- Standard First Aid and CPR/AED.
- Ability to provide a clean Police Information Check.
- Computer proficiency, including Microsoft Office applications.
- Diploma or degree in Recreation Management, Leisure Services, Business Administration, Public Administration, or related field is an asset.
- Equivalent combinations of education and experience may be considered.

On hire, you will provide:

- Confirmation of education and/or professional designations required to for the position.
- A criminal background check, including vulnerable sector, education and criminal convictions.

Please refer to the competition number when submitting your resume and cover letter by mail, fax or e-mail in confidence to:

Human Resources
Town of Taber
4900 A 50 St.
Taber, AB T1G 1T1
Fax: 403-223-5530
hr@taber.ca

We thank all applicants in advance for their interest, however only those applicants who will be interviewed will be contacted.

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