



**POSITION TITLE:** Manager of Recreation and Aquatics

**REVISION DATE:** May 1, 2019

**REPORTS TO:** Director of Parks, Recreation and Culture

**SUBORDINATE POSITIONS:** Aquatics Supervisor, Community Development Coordinator, Program Coordinator (MPAL)

**POSITION SUMMARY:** Reporting directly to the Director of Parks, Recreation and Culture this position is responsible for developing aquatic, recreational and cultural facilities and programs to support the Municipality’s strategic plans that include identifying and completing grant applications; organizing direct programs, services and events and working with all community organizations to develop volunteer and community capacity.

### TASK NO.

### DESCRIPTION

*Position Descriptions are intended to provide an outline of the general areas of responsibility and duties associated with a given position. Position descriptions are not intended to capture the full breadth of tasks and/or assignments an employee may be directed to complete at any given time. The MEH reserves the sole and unfettered right to make changes to this position description, as required by the organization, without impact upon the employment relationship.*

## JOB DUTIES & RESPONSIBILITIES

### 1. Management Responsibilities (25%)

- 1.1. **Human Resource Management** - Manage subordinate human resources including supervision, training and annual performance appraisals including the setting of key targets for all staff. Contributes to the hiring, suspensions or terminations in accordance with the Municipality’s HR Policies. Provide advice and direction to his/her staff in the performance of their duties and coordinate workloads as necessary. This position also oversees and gives direction to volunteer resources who are not employed by the Municipality.
- 1.2. **Coordinate and Train Volunteers** - Recruit, coordinate and train volunteers to support initiatives as established through the Municipal Strategic Plan and, specifically, through the Recreation and Culture Strategic plan.
- 1.3. **Financial Administration** - Prepare recreation and aquatics program budgets and monitor/report on program budgets during the year ensuring expenditures are within budget and financial guidelines. This position also accounts for daily program revenues and seeks sources of funding for pool programs as well as maintains adequate payroll information for subordinates.
- 1.4. **Supervises Contractors** - supervise and monitor work performed by contractors to ensure services are rendered according to contract and OH&S compliance is met.
- 1.5. **Workplace Environment** - Promote a positive and productive work environment for his/her staff and volunteers. Ensure a spirit of teamwork exists by promoting the benefits of healthy active living through collaboration a

consultation. Ensure compliance with all occupational health and safety requirements. Develop and maintain OH&S-related documentation including procedures, processes, templates and evacuation plans.

- 1.6. **Policy Development** - Assist the Director with policy and guideline development to reflect the overall goals and initiatives of the Department.

## 2. Community Development (20%)

- 2.1. **Community Consultation** - Consult and engage with community organizations and residents with regard to the development of recreational opportunities and facilities. This position acts as a subject matter expert that leads community groups from the beginning of getting a new program off the ground to facilitating its full potential (i.e. new playground).
- 2.2. **Internal Grant Programs** - with the Assistance of staff, review and recommend grant applications for Council's consideration.
- 2.3. **External Grant Programs** - Have knowledge of all external grant opportunities for facility and program development.
- 2.4. **Research and Awareness** - Keep up-to-date on current trends in the area of recreation, aquatics and culture including funding opportunities.
- 2.5. **Guide and Support Volunteer Organizations** - Guide and support volunteer organizations in achieving their goals and objectives relating to physical activity programs and cultural initiatives. This includes organizational effectiveness and long term sustainability.

## 3. Direct Programming (15%)

- 3.1. **Programming** - Provide support and direction to staff in the development and administration of day to day programs and special events that reflect the program needs of the community.
- 3.2. **Annual Municipal Volunteer Service Celebration**- Oversees the Municipality's Annual Municipal Volunteer Service Celebration.
- 3.3. **Community Group Events Support** - support and guide staff who work with community groups in providing community-based special events (e.g. Uniacke winter carnival snowshoeing, senior games, etc.).
- 3.4. **Community Education Workshops** - oversee community workshops such as coaching training, high five training, etc. and identifies further community education needs.

## 4. Aquatics Management (30%)

- 4.1. **Oversee Pool Operations** - so as to ensure the efficient operations of aquatic programs and the safety of the patrons
- 4.2. **Aquatics programs** - review and approve all aquatics programs, advertising the program and overseeing the administration related to programs and special events.
- 4.3. **Communications Planning** - develop and maintain communications plan for aquatics facility.

4.4. **Contract Management** - manage contracts by procuring contractors, supervise work being done by contractors and processing payments.

4.5. **Aquatics Payroll** - approve all aquatics staff payroll.

4.6. **Address Conflicts** - address escalated conflicts or concerns with patrons as they arise.

## 5. Other (10%)

5.1. **Prepare Reports** - Prepare and present recommendations to Council that relates to programming, facility development.

5.2. **Planning** - Assist the Director of Parks, Recreation & Culture with the planning of future initiatives for the department based on the future needs of the community.

## REQUIRED QUALIFICATIONS AND TRAINING

### *Education and Experience*

- Completion of a Bachelor Degree in Recreation, Business or acceptable equivalent.
- Minimum of five (5) years related experience including 2 years in a supervisory role. Experience in a facility management role is considered an asset.
- An equivalent combination of education and experience will be given consideration.

### *Knowledge, Skills, Abilities*

- Ability to use Microsoft Outlook, Word, PowerPoint and Excel as well as social media platforms.
- Ability to understand federal and provincial program information.
- Previous experience in managing volunteers and coordinating large scale events.
- Excellent written and verbal communication skills as well as public speaking skills.
- Ability to manage tight timelines and budgets as well as procure and manage contractors.
- A self-starter with excellent organizational, project management and research skills.
- Must be a strategic thinker who is open to new ideas, managing change and a willingness to learn.
- This position is subject to child abuse registry and criminal records checks.

### *Working Environment*

- This position qualifies for overtime pay.
- The workload of this position is frequently unpredictable and will be required to attend meetings and activities outside normal office hours

***I hereby certify, to the best of my knowledge, the information provided regarding this job description is complete and factual, and accurately describes the work performed.***

<b><i>Employee's Signature</i></b>	<b><i>Employee's Name (print)</i></b>	<b><i>Date:</i></b>

<i>Director's Signature</i>	<i>Director's Name (print)</i>	<i>Date:</i>
<i>CAO's Signature</i>	<i>CAO's Name (print)</i>	<i>Date:</i>