



POSITION TITLE:	Director of Recreation and Community Development
REVISION DATE:	August 26, 2026
REPORTS TO:	Chief Administrative Officer
DIRECT REPORTS:	Manager of Recreation and Facilities, Tourism and Events Supervisor, Community Development Coordinator, Administrative Assistant (.35)
POSITION SUMMARY:	The Director of Recreation and Community Development is responsible for strategic planning, long-term fiscal management, and customer-focused service delivery of the Recreation and Community Development Department. Provides advice to Council and the Chief Administrative Officer, and guides/mentors staff and various community groups on recreation, community development, and tourism initiatives. The Director is a member of the Senior Management team and provides information and strategic advice to the CAO and Council.

TASK NO.	DESCRIPTION
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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 (30%)

- 1.1. **Day-to-Day Departmental Operations** - Responsible for the strategic leadership, planning, and management of the day-to-day operations of the department in accordance with all Municipal policies and procedures. This includes ensuring all work projects are managed so as to maximize the effective and efficient use of municipal human and financial resources assigned to the Department.
- 1.2. **Financial Administration** - Prepare the annual operating and capital budgets for the Department. Monitor and report on budgets during the year ensuring expenditures are within budget and financial guidelines. Oversee the annual operating and capital budgets for the Department.
- 1.3. **Workplace Environment** - Promote a positive and productive work environment for all staff in the Department. Ensure a spirit of teamwork exists by promoting the benefits of collaboration and consultation, not only within the Department, but with all staff in the organization. Ensure compliance with all Occupational Health and Safety requirements.
- 1.4. **Human Resource Management** - Manage all Departmental human resources including supervision, training, annual performance appraisals, and the setting of key targets for all staff. Prepare recommendations to the CAO or designate for all human resources related decisions in accordance with the Municipality's HR Policies. Provide advice and direction to Departmental staff in the performance of their duties and coordinate workloads as necessary.

2. Planning and Policy (15%)

- 2.1. **Strategic Planning and Development** - Responsible for the development and implementation of various plans and strategies that lead to Council's required outcomes in recreation and community services. These include the Recreation Services Master Plan, Tourism Strategy, and any other related operational plans/strategies. Provides input into and takes guidance from Council Strategic Plan, East Hants Community Plan, and any other applicable regulatory documents.
- 2.2. **Policy Development** - Prepare policy advice and recommendations for review by CAO and consideration by Council or Committees of Council. Advise CAO and Council on emerging issues and regulatory changes. Conduct annual reviews of policies and operating procedures.
- 2.3. **External Grant Programs** - Seek external grant opportunities to support the functions of the Department, facility growth and development and program development.

3. Asset Management (10%)

- 3.1. **Facility Operations** - Responsible for the effective delivery of facility operations, maintenance, capital upgrades and occupational health and safety (OHS) for the East Hants Aquatic Centre, East Hants Sportsplex, tourism facilities and the Lloyd E. Matheson Centre, including lease management where applicable.
- 3.2. **Planning and Acquisition** - Advise CAO and Council on the planning, acquisition, leasing, sale and development of public recreation facilities.
- 3.3. **Community Development, Recreation Funds and Tourism Funds** - Oversee the distribution of district recreation funds, community recreation grants, not-for-profit insurance and tourism grants.

4. Recreation, Community Development, and Tourism (30%)

- 4.1. **Recreation Programs** - Working with the Manager of Recreation and Facilities, ensure recreation programs and services align with the Recreation Master Plan, the needs of the community and other adopted strategies of the Organization.
- 4.2. **Aquatics Programs** - Working with the Manager of Recreation and Facilities, be responsible for the oversight of operations at the East Hants Aquatic Centre including human resource planning, program development, and customer service.
- 4.3. **East Hants Sportsplex** - Working with the Manager of Recreation and Facilities, be responsible for the oversight of operations at the East Hants Sportsplex including human resource planning, program development, operations (café, retail, facility use) and customer service.
- 4.4. **Tourism Facilities** - Working with the Tourism and Events Supervisor, be responsible for the oversight of operations at the Fundy Tidal Interpretive Centre and the Burntcoat Head Park, including human resource planning, program development, retail operations and customer service.
- 4.5. **Customer Service** - Ensure facilities and recreation operations are operating with customer service in alignment with the East Hants Customer Service Strategy. Address escalated conflicts or concerns with patrons as they arise.
- 4.6. **Community Initiative Support** - Support grassroots recreational, organizational and community initiatives and volunteers in the delivery of recreation and culture programs and facilities.

- 4.7. **Community Consultation** - Consult and engage with community organizations and residents with regard to the development of recreational opportunities and facilities.
- 4.8. **Guide and Support Volunteer Organizations** - Working through the Community Development Coordinator, guide and support volunteer organizations in achieving their goals and objectives relating to physical activity programs and community initiatives. This includes organizational effectiveness and long-term sustainability.
- 4.9. **Tourism Development and Visitor Experience** - Support the visitor and economic development objectives of the Municipality by collaborating with the Department of Economic and Business Development in the planning, development and execution of the Municipality's tourism and visitor strategy. This includes strategic and tactical work to enhance the Municipality's tourism, recreational, cultural and heritage assets, signature events and overall product offering.
- 4.10. **Staff Grants Review Committee** - As a member of the Staff Grants Review Committee, review grant applications and make recommendations to the Senior Grants Review Committee and/or Municipal Council in keeping with the Municipal Grant Program Policy and related grant policies/guidelines.
- 4.11. **Research and Awareness** - Keep up-to-date on current trends in the area of recreation, aquatics and tourism including funding opportunities.

5. Corporate Responsibilities (15%)

- 5.1. **Member of Senior Management Team** - Act as a member of the Senior Management Team providing input on corporate issues.
- 5.2. **Interdepartmental Coordination** - Coordinate work with that of other departments to ensure effective communication and cooperation.
- 5.3. **Community Liaison** - Act as a main point of contact for engagement or issues management with the community as requested by the CAO.
- 5.4. **External Relationship Building** - Build and foster effective working relationships with other levels of government, agencies, and the not-for-profit sector.
- 5.5. **Other Duties** - Perform other related duties as requested by CAO.

REQUIRED QUALIFICATIONS AND TRAINING

Education and Experience

- University degree in a related field, including but not limited to, Business Administration, Public Administration, or Recreation/Community Development.
- Seven (7) years of relevant experience with at least five (5) years in a senior management level position, preferably in a municipal environment.

Knowledge, Skills, Abilities

- Excellent interpersonal, written communication, presentation, and customer service skills with the ability to exercise diplomacy and good judgment at all times.

- Familiarity with a Municipal environment; Knowledgeable in applicable legislation including the MGA and provincial grants and initiatives.
- Self-starter with excellent organizational and time management skills to meet the challenges of an extremely busy work environment
- Demonstrated team building and relationship building skills, with both internal and external contacts
- Ability to establish and maintain effective working relationships with the community including political affiliations and government agencies
- Experience in strategic planning, budgeting and fiscal responsibility
- Proficient in Microsoft Office applications, knowledge of and experience using digital communication tools/applications/devices and other related databases
- Must have a valid driver's license and access to a vehicle

Working Environment

- This position does not qualify for overtime pay.
- The workload of this position is frequently unpredictable and requires overtime that includes attending evening Council, Committee and Community meetings

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.

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