



POSITION TITLE:	Manager of Recreation and Aquatics
REVISION DATE:	October 2, 2026
REPORTS TO:	Director of Recreation and Community Development
DIRECT REPORTS:	Aquatics Coordinator, Community Recreation Coordinators, Facility Rentals and Bookings Coordinator, Recreation Facilities Administrator
POSITION SUMMARY:	Reporting directly to the Director of Recreation and Community Development, this position is responsible for oversight of aquatic, recreational, and cultural programs to support the Municipality's strategic plans. This position oversees recreation programs and services for the East Hants Aquatic Centre, East Hants Sportsplex, the community, and at events. This position is responsible for ensuring that consistent and quality levels of customer service are delivered across all recreation programs and recreation facilities.

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. **Human Resource Management** - Manage human resources including hiring, supervision, training, and performance management, and setting of key targets for all staff. Provide advice and direction to staff and coordinate workloads as necessary. Oversee and gives direction to volunteer resources not employed by the Municipality.
- 1.2. **Financial Administration** - Prepare the budgets for each division and monitor/report on budgets during the year ensuring expenditures are within budget and financial guidelines. Account for daily program revenues and seek sources of funding for recreation services.
- 1.3. **Workplace Environment** - Promote a positive and productive work environment for 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.
- 1.4. **Policy Development** - Assist the Director with policy and strategy development to reflect the overall goals and initiatives of the Department.

2. Facility Activities (30%)

- 2.1. **Facility Services** - Responsible for the overall delivery of services at the East Hants Sportsplex and East Hants Aquatic Centre, including programming, events, customer service, and occupational health and safety (OHS) programs.
- 2.2. **Communications Planning** - Work with communications team to plan and deliver communications for programs and facilities.
- 2.3. **Facility Rentals and Bookings** - Oversight of rental contracts and bookings for the East Hants Aquatic Centre and East Hants Sportsplex.
- 2.4. **Facility Services** - Oversight of the café and sport shop operations at the East Hants Sportsplex.
- 2.5. **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.

3. Programs and Services (20%)

- 3.1. **Direction of Programs** - Provide direction and support to staff in the development and administration of day-to-day programs, services and special events that align with the Recreation Master Plan and other Department Strategies.
- 3.2. **Monitoring, Evaluation and Promotion** - Review and approve all programs and services, promotion, and oversee the delivery, monitoring and evaluation plan for each activity.
- 3.3. **Recreation Software** - Manage the recreation software contract for the municipality and be the lead administrator to support coordinators with program administration.
- 3.4. **Financial Monitoring** - Monitor trends in revenue and expenses. Ensure that service operations are following municipal revenue policies and operating within budgetary quotas.

4. Other (20%)

- 4.1. **Prepare Reports** - Prepare and present recommendations to Council that relates to recreation development.
- 4.2. **Planning** - Assist the Director of Recreation and Community Development 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.
- National Lifeguard Certification or willing to obtain. Preference will be given to candidates who currently hold aquatics certifications.
- Certified Pool Operator (CPO) Level 1 or willingness to obtain.

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 managing recreation programming and recreation facilities.
- Excellent written and verbal communication skills as well as public speaking skills.
- Ability to manage tight timelines and budgets.
- 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.

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