

THE TOWN OF
ANTIGONISH

Position:	Manager of Parks and Recreation
Department:	Community Development – Parks and Recreation Division
Reports to:	Director of Community Development
Status:	Full-Time; Permanent
Salary Range:	\$64,595 to \$75,955
Location:	Town Hall

General Accountability

Under the direction of the Director of Community Development, this position is responsible for the general management of the Parks and Recreation division. In addition to general management duties, this position oversees: the provision of recreation programs and services; the development of partnerships with community groups and key stakeholders that support Town goals and objectives; the management of Parks and Facilities; and the Town's Beautification program.

Responsibilities

General Management of the Parks and Recreation division of Community Development

- Responsible for the supervision and management of staff within the Parks and Recreation division, inclusive of the Active Living Coordinator, as well as seasonal Parks and Facilities Maintenance staff and recreation programming staff.
- Prepares and monitors the Parks and Recreation division budget for all programs, staff resources, capital and maintenance work, and submits it to the Director for review and approval;
- Prepares grant applications to support budgeting efforts of the Parks and Recreation division;
- Responsible for long-range planning for the Parks Recreation division, as directed by the Director.
- Supports the Director with the development of monthly reports for Administration & Council.
- Prepares and administers performance planning to Parks and Recreation division staff, as per the Town's human resource policies.
- Prepares training plans for Parks and Recreation division staff, as required.
- Responsible for investigating complaints related to the Parks and Recreation division;
- Other duties as assigned by the Director.

Recreational Programming and Community Partnerships

- Provides supervision and support for the preparation, coordination, promotion, and monitoring and evaluation of recreational programming that meet community needs and objectives of Town plans and policies.
- Provides supervision and support to the Active Living Coordinator as needed.
- Supports age-friendly and accessibility requirements and initiatives, as per Town plans, recreational programming needs or as directed by the Director.
- Supports other divisions of community development, as required or directed, for place-making initiatives and projects.
- In conjunction with the Marketing and Communications Officer and the Active Living Coordinator, this position maintains the social media requirements of the Parks and Recreation division.

Parks, Facilities and Beautification

- Assists with determining capital projects related to the Parks and Recreation division, such as facility development and facility upgrades, as directed by the Director.
- Supervises the maintenance of fields, parks, trails, and playgrounds which are owned or leased by the Town, including the scheduling of those facilities in conjunction with field users;
- Undertakes appropriate training to remain current on playground, environmental, and health standards for public spaces.
- Coordinates the Town's beautification program and oversees all contracts related to beautification and seasonal maintenance.

Qualifications

- Degree or diploma in Recreation Studies, Community Development, Business or Public Administration, Education, Health Education or a related field and five years experience, or an equivalent combination of education and experience.
- Experience with sports/recreation facility maintenance is considered an asset.
- Experience or knowledge of urban landscaping and beautification is considered an asset.
- Experience in a management or supervisory role is an asset.
- Experience managing capital projects is an asset.
- Awareness of national provincial, regional, and local initiatives, trends, and information regarding community recreation planning and active living is considered an asset.

Additional Skills and Abilities

- Leadership skills;
- Ability to build and work within a team environment;
- Ability to work independently;
- Self-starter;
- Excellent communication, organizational and presentation skills;
- Computer skills are essential.