

JOB DESCRIPTION – RECREATION MANAGER

DEPARTMENT/TEAM: Dalmeny Town Office

POSITION TITLE: Recreation Manager (NOC Code # 0513)

JOB STATUS: Regular Full-Time, *Exempt
(*managers with exempt status are not eligible for overtime pay*)

ACCOUNTABILITIES & SUPERVISION

- The Recreation Manager takes direction from and reports directly to the Chief Administrative Officer (CAO).
- The Recreation Manager collaborates with the Town’s Recreation and Cultural Board.
- The Recreation Manager manages and gives direction to the Arena Manager.
- The Recreation Manager manages and gives direction to the Concession Manager.
- The Recreation Manager manages and gives direction to seasonal, part-time recreation department staff (other than Arena staff).

WORKWEEK & ACCESSIBILITY: The Recreation Manager maintains a regular, on-duty workweek schedule of Monday thru Friday, 8:00 AM. to 5:00 PM. or as otherwise structured. The position’s workweek may fluctuate depending on the season, the operational demands and recreational events/activities, which may include evenings and weekends. Unless formally “off-duty”, the Recreation Manager will be accessible for emergencies outside of the “on-duty” schedule.

PROFILE: The Recreation Manager is a creative, community-minded, career recreational professional. The Recreation Manager is a collaborative leader and facilitator with superior interpersonal and group relationship skills. The Recreation Manager is passionate about providing the residents of Dalmeny with safe, comfortable, clean and well-managed recreational facilities, and fun and health-promoting recreational activities, events and experiences, year-around.

COMPETENCIES: The Recreation Manager demonstrates functional knowledge and competencies in:

- ✓ Recreology, recreational technology, physical education, and/or sports administration.
- ✓ Municipal government administration,

- ✓ Advisory Board collaboration,
- ✓ General office and recreational facility administration,
- ✓ Business acumen,
- ✓ Event planning and execution,
- ✓ Strategic project planning and management,
- ✓ Budgeting and budget management,
- ✓ Staff management and supervision,
- ✓ Volunteer recruitment and management,
- ✓ Computerized administrative and operational functions including MS Office Suite, spreadsheets, website, social media, etc.
- ✓ Policy development (operational and user policies) and enforcement,
- ✓ Customer service and teamworking skills,
- ✓ Public Relations and communication
- ✓ Negotiation and diplomacy, conflict management,
- ✓ Multi-tasking and prioritization,
- ✓ Confidentiality and discretion,
- ✓ Communication (oral, written and digital forums),
- ✓ Relationship building and networking,
- ✓ Community health and safety,
- ✓ Environmental health and sustainability,
- ✓ Knowledge of Robertson's Rules of Order,
- ✓ Taking of meeting minutes.

CREDENTIALS: The Recreation Manager will hold:

- ✓ Secondary education diploma (grade 12),
- ✓ Post-secondary education or equivalent in-service training and experience in leadership and management, with a focus on Recreation,
- ✓ Certification in Local Government Authority (LGA).
- ✓ Recreation and Community Development Diploma or equivalent.
- ✓ Experience in general office and/or business office administration.
- ✓ A clean Criminal Record Check (be bondable).

POSITION PURPOSE: The Recreation Manager contributes strategically to the physical, social and mental health and wellbeing of the residents of Dalmeny by providing the community with safe, clean, comfortable, well-maintained and well-managed sports, leisure and recreational facilities. In so doing, the Recreation Manager contributes to the quality of life of the Town's residents and enhances the Town's image and reputation.

GENERAL EXPECTATIONS: The Recreation Manager will,

- act in the best interest of the Town of Dalmeny and its residents in accordance with its vision, values and operating principles,
- will conduct themselves ethically, professionally, and with integrity,

- will satisfy all the standards of behaviour, attitude, performance and engagement as established by the Town and expressed in the Town's Employment Guide and policy documents,
- attend meetings of local sports and cultural organizations, as requested,
- obtain membership in parent organizations (SPRA)
- promote a favourable public image of the Town of Dalmeny,
- demonstrate leadership character and be a positive role model,
- demonstrate wisdom and exercise good judgement,
- behave in a friendly and professional manner, demonstrating courtesy and consideration, thoughtfulness and self-control in all areas of service and job function,
- collaborate harmoniously with other staff members and departments,
- engage actively in Town staff activities and in the Dalmeny community,
- practice effective diplomacy, networking and relationship skills,
- establish and maintain positive relationships with all residents,
- practice and promote safe work habits and follow occupational health and safety protocols,
- participate in continuous improvement by gaining knowledge, developing skills and increasing in competencies,
- demonstrate team spirit and cooperation.

PRIMARY RESPONSIBILITIES: The Recreation Manager is responsible for:

- The overall successful operations of the Recreation Department and its various expressions including the arena, sports fields, ball diamonds, parks, including retention pond, community hall, curling rink, running track, playgrounds, the outdoor ice rink,
- Establishing a vision and strategic plan for the Town's recreational and cultural future, in collaboration with the CAO and the Recreation and Cultural Board,
- Establishing and administering the Recreation Department's annual operational, capital budget, and a 5-year capital plan in collaboration with the CAO,
- Fiscal management (budgeting, risk-management, expenditures and cost-controls, capital cost forecasting, asset management plans, etc.),
- Establishing and leading a team of engaged, effective employees who share the Recreation Manager's passion for the importance of Recreation in the overall wellbeing of the Town,
- Securing additional funding for the Town's recreational initiatives by actively applying for and winning provincial and federal grants (as available),
- Providing recreational and leisure opportunities which meet the needs of individuals, teams, groups, schools and families,
- Creating a welcoming, exciting, safe, clean and well managed atmosphere and environment at all Recreation locations, activities and events,

- Evaluating each recreational facility, site and Town-hosted recreational event to determine their effectiveness in meeting their purpose, report findings and make recommendations to the CAO and the Recreation and Cultural Board,
- Conducting administrative functions inherent with the Recreation Department's operations,
- Hold quarterly Recreation Board and Cultural meetings,
- Update digital sign daily,
- The administration of the Town's digital communications as webmaster.

SPECIFIC EXPECTATIONS: The Recreation Manager is expected to:

- Stay in close communication with the CAO for all matters pertaining to Recreation,
- Collaborate harmoniously with the Recreation and Cultural Board,
- Collaborate harmoniously with the Town's Public Works department,
- Collaborate as an active committee member with neighboring towns who come together for regional initiatives and events, and in support of organizations such as KidSport Saskatchewan,
- Coordinate the maintenance, repair and upgrading requirements of each recreational facility and site,
- Develop, execute and enforce operating and user policies for each facility, activity and event,
- Develop and enforce procedures and processes which ensure the smooth and reliable operation of Recreational facilities, activities, events,
- Use effective management skills and human resource management processes and techniques as outlined in the Town's Employment Guide and HR policies,
- Oversee and assess the quality and effectiveness of Recreation's volunteer workforce and address issues as necessary,
- Maintain the Town's digital communication's platforms by monitoring traffic, activity, posting and deleting/updating information and content, and addressing and distributing visitor questions, comments, etc.
- Effectively use the tools, resources and systems as provided by the Town,
- Provide recommendations to Council regarding Recreation rate adjustments,
- Promote by advertising the yearly "Citizen of the Year" campaign.

SPECIFIC DUTIES:

- Attend Recreation and Cultural Board meeting and document agendas, decisions and action-items,
- Attend Town Council meetings as required and submit Recreation Department reports quarterly, or as requested,
- Attend community events for relationship building and networking,
- Take leadership in the planning and execution of the annual "Dalmeny Days" weekend,

- Take leadership in the planning and execution of the annual “Christmas Carnival” weekend,
- Routinely visit every active Recreation location to ensure the site or facility is in good-repair, clean and tidy, and being used for its intended purpose, rectify as necessary, and by creating a logbook for each facility to track this information,
- Routinely visit with Recreation Department employees at employees’ work location.

PERFORMANCE ASSESSMENT: The Recreation Manager’s success will be evaluated based on outcomes relative to the position’s purpose and related achievements. The Responsibilities, Expectations and Duties listed above are intended to produce the required results, as measured by the key performance indicators.

KEY PERFORMANCE INDICATORS:

- The Recreation Manager functions and operates in harmony with the Town’s core values, ethics, approved methods and practices, and general cultural integration, fit and competency standards.
- The Recreation Manager receives positive assessments from the CAO.
- The Recreation Manager takes ownership in the role and consistently delivers high-quality work within the respective parameters.
- The Recreation Manager receives positive feedback from the Town’s leaders and residents.
- The Recreation Manager contributes to the realization of the Town’s vision for function, growth and development.

SCOPE AND LIMITATIONS: This Job Description is deemed to be an accurate representation of the role at the time of writing, but it does not presume to itemize every aspect or nuance of the role. If any element of this Job Description is thought to be ambiguous or unclear, the interpretation of the CAO is definitive. The role of Recreation Manager itself, and its corresponding job description are subject to revision as circumstances warrant, at the discretion of the CAO.

While the Town’s job descriptions provide operating parameters for specific roles and positions, they are not intended to restrict team spirit and team work. Town employees are expected to help and support each other to ensure the success of the team.