

## **Canning & District Recreation Commission**

### **Recreation Director**

#### **Job Description**

#### **Overview of Responsibilities**

The Recreation Director is responsible for the provision and promotion of recreation programs and activities that meet the leisure needs Canning area citizens. The Director is responsible for the efficient and effective management and use of CDRC-owned recreation and park facilities and equipment. The Director is also responsible for the development and promotion of special events and festivals in the Canning area.

As a community leader for recreation services, the Director is responsible for developing and nurturing a strong rapport with the public, volunteers and local organizations. The Director is a resource person that facilitates the development and promotion of community led recreation activities and programs.

Reporting directly to the President of the Canning and District Recreation Commission (CDRC), the Director is responsible for the management and operations of the Recreation Department, including financial, human resource and planning activities. As staff of the CDRC, the Director is an effective team member demonstrating a cooperative and supportive perspective.

The Recreation Director shall demonstrate a high degree of initiative, resourcefulness and the ability to work with minimum supervision. The position requires creativity, flexibility and a positive approach to problem solving in order to work effectively with a variety of people and groups in the community.

#### **Typical Duties**

The following outlines five areas of typical duties captured under the following headings: programs, public relations, facility management, festivals and special events, and management of department.

##### **1. Programs**

Assist, develop and administer programs with and for community groups and citizens of the Canning area. Administer various recreation programs sponsored by the Recreation Department and further, continually evaluate program activities sponsored by the CDRC making changes where necessary and appropriate. Programs include: summer, after school and adult programming.

Meet as required to maintain a strong relationship with private and voluntary organizations offering programs with the intent to further cooperate and coordinate programs while employing an objective and fair perspective with all people involved. Manage, monitor and support an agreement for Kingsport programs.

##### **2. Public Relations**

Build and maintain good relationships with citizens, volunteers and local organizations. Promote the CDRC to communities by communicating the Commission's vision, policies and procedures for the provision of recreation services.

Maintain a community activity inventory to share with the community once a year. Manage the CDRC website and presence on social media platforms i.e. Facebook.

Develop a strong recreation professional network with municipal, provincial and federal representatives to be aware of current and emerging issues relating to recreation and the CDRC.

Report monthly by providing advice and recommendation to the CDRC Board on all recreation-related issues. Identify and develop recommended policies and direction for all new initiatives that promote the CDRC vision and policies/procedures for recreation.

Plan and administer all aspects of yearly Area Recreation Rate presentation as per The Municipality of the County of Kings Recreation and Fire Rate Policy.

3. Facilities Management

Responsible for the operation and maintenance of all recreation and park facilities and equipment managed by the CDRC, except the Glooscap Arena and further recommend and facilitate the acquisition, planning, design and construction of facilities, equipment, parks and open space.

Note: Glooscap Arena operation is the responsibility of the Arena Manager.

Responsibilities with arena staff include assisting in application development when applying for grants (i.e. facility access), facility maintenance arrangements, programming (IE facility access) and resource/consulting.

4. Festivals and Special Events

Assist and act as a liaison with community festival committees, which include: Christmas tree lighting, picnic in the park, golf tournament, Kingsport Days, Eagle Watch, Scott's Bay Days, Sheffield Mills Fair and any other festival which may be developed within the Canning area.

Be responsible for initiating and developing special events such as workshops and clinics as the need is identified.

5. Management of Department

Be responsible for the administration for the Recreation Department in accordance with all CDRC policies and procedures. Manage all human resources of the department including hiring, supervision and training of all part-time staff. Be responsible for the preparation and monitoring of the Department's annual operating and capital budgets. Model and promote a positive and productive work environment for all staff.

**Specific Skills, Knowledge and Experience Required**

- ✓ Oral and written communication skills
- ✓ Municipal recreation experience
- ✓ Facilitation skills i.e. planning for community groups
- ✓ Computer – Word, Excel, PowerPoint, Internet
- ✓ Planning – strategic, operational, budget
- ✓ Human resource management and development
- ✓ Proven initiative/completion, as an individual and in a team environment
- ✓ People oriented
- ✓ Past experience as a volunteer
- ✓ Knowledge of recreation funding sources
- ✓ Research and policy skills
- ✓ Presentation skills

- ✓ Knowledge of recreation trends, issues
- ✓ Decision making skills
- ✓ Recreation Degree or similar education and experience

Work Hours: Monday – Friday 8:30am-4:00pm; some flexibility required for programming accommodations.

Application Deadline: July 25<sup>th</sup> at 11:59pm.

Apply by email: [director@canningrecreation.com](mailto:director@canningrecreation.com)

Apply by mail: Canning & District Recreation Commission, PO Box 313, Canning NS BOP1H0