



JOB DESCRIPTION

MANAGER OF RECREATION & COMMUNITY SERVICE

POSITION TYPE: Permanent Full Time – 35 hours per week
REPORTS TO: Macdonald-Headingley Recreation District Board of Directors

DESCRIPTION

The Manager is responsible for, but not limited to, the management and enhancement of recreation services for the municipalities of Macdonald and Headingley. The Manager will work closely with municipal partners, community organizations, and volunteers to achieve the mission and values, delivering the best possible outcomes for residents.

RESPONSIBILITIES

Management and Operations

- Direct human resource responsibilities related to MHRD administration and program staff, Headingley Senior Services and Macdonald Services to Seniors staff.
- Monitor and evaluate administration staff work plans based on the MHRD Strategic Plan.
- Coach, counsel, and motivate staff to maintain a team approach to quality service delivery.
- Ensure an efficient process to respond to and resolve all customer service concerns and special requests in a timely effective manner.
- Oversee and direct the activities of the MHRD District
- Ensure plans are in place for making the best use of the website, social media, technology, etc., to meet the service and communication needs of the Recreation District.
- Direct, control and account for expenditures of the Recreation District in accordance with the budget established by the Board of Directors.
- Monitor and direct the finances of all grant funding.
- Work collaboratively with the MHRD Board to develop an annual budget and ensure compliance with requirements for annual financial audits.
- Establish long-range plans that coordinate actions to achieve the best possible outcomes for recreation and community services.
- Develop policies to govern the operations of MHRD.

Building Community

- Support volunteer engagement and strategies that effectively contribute to sustainable organizations and strong communities.
- Integrate volunteer recognition approaches that acknowledge the valuable contribution of volunteers to the health of communities.
- Network with community organizations and individuals to ensure effective communications and understanding of community needs.

- Provide information and resources to community organizations related to organizational development, capital campaigns, grant funding, volunteer engagement, risk management, operations, asset management, planning and other best practises that build community capacity.
- Facilitate action or work in partnership with community organizations and/or councils to meet the needs of the community.

Municipal Partner Liaison

- Represent respective Councils in the community to ensure effective communication and awareness.
- Work in cooperation with municipal partner personnel to support initiatives.
- Provide leadership on recreation committees of councils. (Macdonald Public Recreation Commission and Headingley Recreation & Parks Advisory Committee)
- Participate in municipal partner committee/council meetings as required.
- Ensure Council members and Chief Administrative Officers are aware and updated on community issues related to recreation and community service.
- Represent the voice of recreation and community in assisting municipal councils with establishing priorities and plans.
- Lead the design and implementation of special events as requested by the municipal council.
- Manage/provide administrative support on recreation-related projects as determined through Councils. (Master Plans, Current Condition Assessments, Grant Programs)
- Align the services of MHRD to the vision of municipal partners and community needs.

QUALIFICATIONS

Skills:

The Manager must demonstrate the following skills:

- Strong financial management, research, and grant-writing skills
- Demonstrated skills in working effectively with non-profit boards, community organizations, volunteers, and municipal councils.
- Experience in developing policies and practises.
- Demonstrated skills in community development and building effective partnerships.
- Excellent verbal and written communication, public relations, and effective problem-solving skills.
- Familiarity and understanding of municipal governance.
- Strong organization development and management skills.
- Effective interpersonal skills and ability to effectively interact and work collaboratively with staff, volunteers, municipal council/administration, and the general public.
- Demonstrated facilitation, leadership, supervisory and training skills.
- Experience with human resource management including selection and recruitment, onboarding, compensation, etc.

Knowledge:

The Manager must demonstrate the following skills:

- Knowledge and understanding of the philosophies and principles associated with the benefits of recreation and community development.
- Experience and knowledge of municipal recreation services and principles – understanding the theory and practice of planned recreation activities, organizational and volunteer development and their application to personal and community development.
- Current trends and sources of information related to recreation, sport, physical activity, community development, parks and open spaces, culture, recreation infrastructure, funding and other issues connected with recreation and community living.
- Understanding of the principles and practises related to human resource management.
- Knowledge of grant proposal writing and creative approaches to maximize community benefit.

Ability:

The Manager must demonstrate the following personal attributes:

- Ability to work with minimal supervision and in a team environment.
- Ability to maintain effective working relationships.
- Ability to understand and interpret trends, demographics, and community need.
- Demonstrated ability to ensure the development of recreation services based on assessed needs.
- Ability to maintain confidentiality.
- Ability to manage multiple priorities and professionally meet deadlines.

EDUCATION AND WORK EXPERIENCE

- Post-secondary education in Recreation Management or related discipline is preferred.
- Minimum 5 years experience as a professional working in municipal recreation and/or community services.

Other Duties

This job description is not a comprehensive listing of activities, duties or responsibilities that are required. Duties, responsibilities, and activities may change, or new ones may be assigned at any time and without notice.

Applications will be received until 4:00 pm on Friday, April 19, 2024

Interested applicants should forward a letter of application, resume and the names and contact information for three references in confidence, to susanne@mhrd.ca

MHRD thanks all applicants and advise that only those selected for further.