



## Town of Wasaga Beach

### JOB DESCRIPTION

**Department:** Recreation, and Facilities

**Division:** Community Services

**Effective Date:** March 6, 2024

**Revision Date:** May 10, 2024

**Approved By:** Director Recreation & Facilities

**Wage Range:** \$ 54.69 to \$63.98 / hour

**Hours of Work:** 35 Hrs/wk;

**Value Group:** 8

#### JOB TITLE:

Supervisor, Recreation Services

#### REPORTS TO:

Director Recreation & Facilities

#### SUBORDINATE POSITIONS:

Up to 30-35 program workers and volunteers

#### JOB PURPOSE:

Under the direction of the Director Recreation & Facilities, the Supervisor of Recreation Services plans, organizes and supports community recreation programming activities, services and facilities. Where required, coordinates the direct delivery of programming activities. Recruits, trains, supervise and evaluate professional recreation workers and volunteers. Develops recreation schedules, registration process and fees for recreation services; conducts outreach and marketing activities with users, donors, facilitates community groups and performs related work as required.

#### TASKS:

**% of Time**

##### **1. Recreation Programming and Community Engagement**

**35%**

- Plans, organizes, conducts, coordinates and evaluates a wide variety of recreational and community service programs at Town parks, RecPlex and/or other recreation facilities, including meeting with public groups and communities to explain, engage and promote programs; schedules activities and programs; coordinates programs with those of other departments and agencies;
- Monitors program activities, including approving expenditures and ensuring activities are running smoothly; responds to questions and complaints;
- Coordinates programs with other agencies and organizations (ie. YMCA; seniors, adult and youth groups, etc.) and develop partnerships for the delivery of recreation programs that will benefit community and reduce the costs of program and event delivery;

- Oversees rental and registration activities and ensures accurate record keeping for program receipts;
- Coordinates information and support to assist community group associations;
- Provides resources to helping existing and new community groups and associations to achieve their program delivery objectives;
- Evaluates and recommends recreation programming use agreements and contracts with service providers;
- Participate and contribute in relevant regional committee activities;
- Participates in the Wasaga Beach Youth Centre Support Committee to ensure good communication and consistency in youth programming.

**2. Administration & Accountability 25%**

- Prepares a variety of reports and other documents such as operating, activity and statistical reports, promotional materials and agenda items; presents materials to interested groups;
- Monitor recreation trends affecting the Town and make recommendations to enhance recreation programs to the Manager, Parks, Facilities and Recreation;
- Assist the Manager with the coordination of the development of policies, procedures, practices, goals and objectives for the Town's recreation services;
- Undertake and submit applications for grants related to recreation programming.

**3. Marketing and Public Relations 25%**

- Compile, produce and distribute biannual Recreation Guides and establish advertising revenue to assist in offsetting the costs;
- Coordinate volunteer and athletic recognition through awards, publicity and events;
- Markets and promotes programs, events, facilities and services through the media to the residents and organizations in the community.

**4. Personnel Management 5%**

- Direct and supervise programming staff;
- Hire, oversee and provide support to recreation program instructors;

**5. Financial 5%**

- Responsible for preparation and management of assigned budgets, including determining staffing and materials; support fundraising for community groups. Conducts both short- and long-term planning for community recreation programming;
- Recommend and monitor annual recreation program operational and capital budget;
- Prepare annual operational and capital budget pertaining to recreation programming;
- Research and prepare grant/funding applications and sponsorships.

**6. Other**

**5%**

- Ensure Health and Safety policy and other policies and procedures are being followed;
- Establish and maintain a municipal volunteer data base in conjunction with Special Events Coordinator.

**QUALIFICATIONS / EDUCATION:**

- Post secondary diploma in Recreation and Leisure. Programs in Marketing & Promotion, Municipal and Business Administration considered an asset;
- Excellent leadership skills with an ability to communicate effectively with all levels of staff, elected officials, the business community and general public;
- Experience in volunteer organizations and working with volunteers in the delivery community programs
- Strong written communication skills;
- Excellent analytical and project/time management skills;
- Able to lead and work as part of a team;
- Strong computer skills utilizing Microsoft applications;
- A current clean Criminal Reference Check is required;
- Proven knowledge of the Occupational Health and Safety Act;
- A valid class G driver license with a clean abstract;
- Ability to assume a flexible work schedule;
- Able to work days, nights, weekends and statutory holidays when required.

**PROFESSIONAL DESIGNATION:**

- Recreation and Leisure Studies Certificate
- High Five certificates in Principals of Healthy Childhood Development or Healthy Aging considered an asset.

**EXPERIENCE:**

- Two (2) years previous related job experience, one (1) year on the job, three (3) years total relevant experience.

**ACKNOWLEDGEMENT OF RECEIPT:**

\_\_\_\_\_  
**Employee (please print name & sign)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**HR/Manager (please print name & sign)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Department Head (please print name & sign)**

\_\_\_\_\_  
**Date**