



GEORGINA

Employment Opportunity

Town of Georgina Human Resources
careers@georgina.ca



Director of Recreation & Culture

(Job ID# 2018.56)

Department: Recreation & Culture

Location: Civic Center

Status: Permanent Full-Time

Number of Positions: 1

Salary Range: \$114,575 - \$141,534/annum

Date Posted: March 12, 2018

Date Closing: April 2, 2018

Come work with us!

Employment with the Town of Georgina offers an opportunity to make a positive difference in our community. We are a progressive, forward-thinking organization focused on continuous improvement, innovation and providing exceptional customer service. We offer a collaborative team environment and an excellent place to take charge of your career.

Position Purpose:

Responsible for the management and leadership of the Recreation & Culture Department encompassing Programs (Aquatics/General), Special Events, Culture, Department Marketing, Ancillary Revenues, Indoor/Outdoor Program Management and Facility Bookings (rentals/lease). A thorough knowledge of the relationship between Recreation, Culture, Parks and Facilities is important in order to manage and evaluate the needs for current and future recreational facilities, parks and trails. ***For full details, please job description which follows.***

Minimum Qualifications:

University Degree in Recreation or related discipline from an accredited University.

Experience:

Seven (7) years of significant progressive experience at a management level in a municipal parks and recreation environment; supervisory experience in a unionized setting; experience preparing/analyzing, administering capital and operating budgets.

How to apply:

Please forward your cover letter and resume in confidence by **April 2, 2018** identifying the job title and **ID#2018.56** in the subject line to careers@georgina.ca or in person or by mail to Human Resources, Town of Georgina, 26557 Civic Centre Road, Keswick, ON L4P 3G1

Committed to diversity and a barrier-free environment:

The Town of Georgina is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce reflect the citizens we serve. We respect, encourage, and celebrate diversity. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Human Resources Office to ensure your accessibility needs are accommodated throughout this process. Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.

We thank all candidates for their interest, however, only those being considered will be contacted.



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JOB DESCRIPTION

Title: Director of Recreation & Culture

Reports to: Chief Administrative Officer

Direct Reports: Manager of Recreation Services, Manager of Cultural Services, Recreation Clerk – Marketing, Landscape Architectural Planner, Administrative Assistant

POSITION SUMMARY

Responsible for the management and leadership of the Recreation & Culture Department encompassing Programs (Aquatics/General), Special Events, Culture, Department Marketing, Ancillary Revenues, Indoor/Outdoor Program Management and Facility Bookings (rentals/lease). Manages and evaluates the needs for current and future recreational facilities, parks and trails.

RESPONSIBILITIES

Human Resources Management & Team Leadership

- Oversees and directs the activities of the Recreation and Culture Divisions.
- Provides supervision to staff, including performance review and planning, training and development formulation, problem solving/dispute resolution, discipline, safety, and hiring/ promotion/ transfer/succession planning and termination decisions.
- Provides vision and leadership for the Recreation & Culture Department
- Ensures compliance of the Occupational Health and Safety Act and other applicable legislation
- Enforces the Town's Health and Safety Program, procedures and best practices.
- Implements, conducts, and ensures due diligence of all health and safety matters including but not limited to training, risk assessments, workplace inspections, investigations, procedures and correcting hazards.

Strategic Planning

- Develops, consolidates and approves Department business plans that align with corporate and Council strategic directions.
- Works together with the CAO and members of senior management to deliver on the Corporate Strategic Plan for the term of Council
- Directs the strategic business planning of the Recreation & Culture Department and carries out the business plan in accordance with Council approval and direction.
- Evaluates, plans and implements short and long term community recreation and culture needs and service delivery; develops pricing and cost recovery strategies;
- Ensures implementation of recreation and culture strategies and master plans through the planning of parks, trails, active and passive recreation facilities and cultural infrastructure. Collaborates with other Departments; reviewing and/or preparing associated reports and recommendations to Council.
- Identifies community risk exposure and ensures appropriate risk management practices are in place.

Communication/Customer Service

- Implements a proactive public consultation and information process in the development of programs, facility service standards and policies.
- Liaises with community groups, social agencies, cultural organizations, other departments/levels of government, utilities, consultants, and other stakeholders and responds to enquiries/concerns; attends Regional coordination

- meetings and related public meetings/hearings; represents the Town on internal and external task forces.
- Liaises with local regional and provincial sport and tourism groups to promote development and use of Town facilities and resources.
- Oversees marketing and promotional efforts relating to Recreation and Culture and liaises with the media.

Research & Report Writing

- Prepares reports/makes recommendations and attends Council, Committees of Council, Senior Management, community group, public and/or other meetings as required.
- Develops, implements and/or reviews and evaluates the effectiveness of departmental policies and procedures including recreation and culture programs/events, department promotion/ marketing and administration, and recommends service levels.

Financial Management

- Formulates, develops, and recommends annual operating and capital budgets and potential funding sources; monitors and administers approved department budgets and reports periodically on same; authorizes budget expenditures; and investigates, reports and makes recommendations with respect to revenue maximization and alternative financing methods.
- Ensures marketing, negotiating and contract administration with respect to tender specifications, service contracts, concession services, sponsorship agreements, naming rights agreements, advertising contracts, and/or other agreements.
- In collaboration with other departments, develops long-term infrastructure replacement and rehabilitation programs and prioritization of the department's 10-year capital budget based upon life-cycle costing principles and community utilization/future needs.
- Develops, revises as appropriate and recommends user fees and community grant criteria, reviews and comments on community grant and/or services-in-kind applications/requests.

Project Management

- Reviews and/or provides comments on applications of proposed draft plans and official plan amendments with regards to parkland acquisition; and on applications for plans of subdivision to ensure applications meet departmental policies and standards.
- Evaluates and develops strategic short and long term service and maintenance need plans that support and enhance the quality of asset management and maintenance and program support services, i.e. aquatics, playing fields, arenas, waterfronts.
- Reviews and monitors recreational capital infrastructure projects to ensure they are constructed, renovated and developed to meet the needs of Council, public and municipal documents.

The foregoing is intended to outline the general description of the duties and responsibilities for this position. It is not intended nor should it be interpreted as a complete description. The Town of Georgina reserves the right to amend this position description at any time provided that such change does not represent a substantive change in the purpose or essential nature of the position.

Minimum Qualifications:

Education and Training:

- University Degree in Recreation or related discipline from an accredited University.

Experience:

- Seven (7) years of significant progressive experience at a management level in a municipal parks and recreation environment;
- Supervisory experience in a unionized setting;
- Experience preparing/analyzing, administering capital and operating budgets;

- One year on the job for the period of adjustment, orientation, and adaptation.

Knowledge:

- Thorough working knowledge of Recreation and Culture programming trends and opportunities, applicable legislative/regulatory standards and community development techniques;
- Working knowledge of local government functions and responsibilities, program design, and labour/employee relations, principles, practices and applicable legislation;
- Working knowledge of marketing strategies, provincial grant processes, revenue generating venues, applicable legislative/regulatory standards, community development techniques, labour relations principles and practices and local government functions/responsibilities;
- Thorough working knowledge of health and safety legislation and safe work practices.

Competencies:

- Excellent report writing, analytical, problem-solving, organizational, public relations, communication, interpersonal, project management, leadership, negotiation, contract administration and supervisory skills;
- Ability to deal effectively with all levels of staff and government, elected officials, consultants, developers, contractors, the general public, Community Groups and organizations;
- Availability to attend evening and/or weekend meetings and special events;
- Valid Class 'G' Driver's license and reliable vehicle to use on corporate business;
- Driver's Abstract in good standing required to operate Corporation vehicles.

Physical Demands and Working Conditions

- Normal office conditions.
- Occasional requirement to travel to meetings and attend public events.