

CITY OF CORNER BROOK
EMPLOYMENT OPPORTUNITY
DIRECTOR OF RECREATION SERVICES

(Permanent/Full Time Position)

The City of Corner Brook is a progressive, modern organization with approximately 220 employees divided amongst five main departments (Finance & Administration, Community Engineering Development & Planning, Public Works Water & Wastewater, Protective Services, and Recreation Services). Located on the West Coast of the province of Newfoundland & Labrador Corner Brook is the largest urban centre outside of the Avalon Peninsula.

The City of Corner Brook takes great pride in its robust recreational facilities which include a double-ice surface Civic Centre, top quality outdoor soccer fields, baseball fields, tennis courts, beach volleyball courts, and a newly added disc golf course. Under construction is a new \$25M aquatics centre. Add to this the City's largest public park, Margaret Bowater park, which includes a splashpad, bandstand and a large natural swimming pool. The City of Corner Brook defines family living and active lifestyles.

The City of Corner Brook is presently accepting applications for the position of **Director of Recreation Services**. As a member of the senior management team, the Director of Recreation Services will report to the City Manager and is responsible for overseeing the departmental delivery of recreation and leisure activities including, but not limited to, ice surfaces, swimming pool, City parks and playgrounds, indoor gymnasiums, and child care centre. The Director is responsible for ensuring that the department operates in an effective and efficient manner, while ensuring human resources management and budgetary needs are met.

The Director of Recreation Services is a key member of the Municipality's leadership team who oversees performance and service provision, high-impact projects, long term planning, and asset management.

The Director is responsible for a diverse team made up of non-union and unionized staff. As the leader of Recreation Services, you will be responsible for overseeing all aspects of the department's business including: parks, sport fields, trails, Civic Centre, Recreation Centre, recreation programming (representing a variety of interests, ages, cultures, abilities), and community special events.

The successful candidate will contribute to the overall management and direction of the municipality while providing leadership, direction, and support to the department staff ensuring all policies and directives from Council are followed and implemented. Acting as an advisor on matters related to the Department, the Director will attend all Committee and Council meetings and provide regular updates and reports on the status of departmental activities and relationships.

The incumbent must have a solid understanding of developing, overseeing, and managing a budget as well as a good understanding of equipment and life cycle management.

The Director of Recreation will ensure that performance measures are established and maintained for all department employees. Ensuring deficiencies are addressed and performance improvement plans are in place as required.

The successful candidate will liaise with multiple levels of government, community members, and other stakeholders regarding the delivery of operational activities.

This position requires strong people management and human resource management skills. The Director will ensure employees are recruited, trained, and appraised and that all human resource management issues and concerns are addressed in a timely and procedurally correct manner.

The successful application must possess a Bachelor's Degree in Recreation, Sports/Leisure Administration, Park Management, Public Administration, or related field in conjunction with the following:

- Minimum of ten (10) years' experience in parks and recreation leadership, including a minimum of five years at a managerial level
- Experience related to the operation and maintenance of Parks, Arenas, Pools, Multi-purpose Recreation Facilities, and related equipment
- Extensive knowledge of the philosophies, principles, and practices of community recreation, cultural, and community service
- Thorough knowledge in marketing and public relations strategies
- Thorough knowledge in project management, budget preparation and control, and municipal strategies
- Exceptional interpersonal, communication, presentation, facilitation, public relations, negotiation, problem solving, decision making, leadership, and general management skills
- Ability to communicate in a clear, concise and considerate manner in correspondence with public, Committee and Council reports, reports to internal and external departments, answering inquiries, and presenting planning reports
- Ability to effectively plan and manage a multi-function event
- Ability to effectively lead, coach, and motivate staff as a team
- Familiarity with applicable government regulations including WorkplaceNL and ServiceNL
- Possession of a valid Class 5 NL Driver's License and a satisfactory current driver's abstract
- Clear Criminal Code of Conduct and Vulnerable Sector Screening.

SALARY: \$98,972.25 - \$131,963.00

COMPETITION NO: 2023-42

HOURS OF WORK: 35 hours per week (flexible hours required)

CLOSING DATE: Competition will remain open until successful candidate has been hired.

Please submit résumés giving complete details of qualifications to: Human Resources Office, City of Corner Brook, Via: e-mail careers@cornerbrook.com

The City of Corner Brook will provide support throughout the recruitment process to applicants with disabilities, including accommodation that considers an applicant's accessibility needs. Candidates are encouraged to discuss specific needs with the City's Human Resources division, by emailing careers@cornerbrook.com.

The City of Corner Brook thanks all applicants for their interest; however, only those selected for an interview will be contacted.