

**CITY OF CORNER BROOK
CAREER OPPORTUNITY**

**MANAGER OF RECREATION SERVICES
Full Time / Permanent**

The City of Corner Brook is currently accepting applications for the permanent position of Manager of Recreation Services. This position reports to the Director of Recreation Services and is primarily responsible for providing leadership, oversight, and day-to-day management of the City's Recreation and Aquatics divisions.

Responsibilities and duties of this position include, but are not limited to: overseeing departmental projects and initiatives; creating, reviewing and implementing policies and procedures; Reviewing and compiling information on departmental programs and services and providing regular updates/reports to the Director; Ensuring human resources objectives are met in a timely manner, including but not limited to employee recruitment, employee performance, and addressing concerns as they arise; Establishing and maintaining team processes, timelines, and goals.

The Manager of Recreation will work with the Director and department staff to prepare, oversee and make recommendations for the annual budget. Along with this the Manager will oversee the preparation, scheduling and implementation of planning and delivery of Recreation Services. The Manager of Recreation Services will work close with community members, stakeholders, and all levels of government.

The successful candidate will possess a bachelor's degree in Recreation, Physical Education, or any other related fields as deemed acceptable by the City of Corner Brook. A Master's degree in Business, Recreation, or Physical Education is considered an asset. Five years of progressively advancing management experience preferably in a municipal or union environment. Current Code of Conduct and Vulnerable Sector Check.

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 hr@cornerbrook.com

Classification: Non-Union
Salary: Management, Group 8: \$73,129.50 - \$97,506.00
Closing Date: Resume review will commence January 5, 2024. Competition will remain open until suitable candidate is hired.
Competition No: 2023 - 50

Please submit résumés and/or application forms, **giving complete details of qualifications**, to the Human Resources Office, City of Corner Brook, via email hr@cornerbrook.com.

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