



Job Title	Recreation Manager		
Manager's Job Title	Director of Infrastructure	Salary Grade	As per current grid
Department	Recreation	Date Created	July 11, 2024

Recreation Manager

Reports To

Director of Infrastructure

Summary

The Recreation Manager will be responsible for the management and supervision of the programs and services of the Town of Claresholm Recreation Department including but not limited to the Aquatic Centre and will work with partners to ensure that the sport, recreation, leisure and cultural needs and interests of the Town of Claresholm residents are met. The Recreation Manager will plan, organize, develop and evaluate recreational programs for participants of all ages. The Recreation Manager develops, directs, coordinates, implements, supervises and monitors the use of the Claresholm Aquatic Center facility through the Aquatic Centre Coordinator. The Recreation Manager will work to increase community participation, as well as visibility within the community and region by raising awareness of programs and activities offered. Work duties fall under the following categories: administration; financial management; planning; program and special event coordination; human resource development; communication; and community recreation development.

Competencies

- Communication
- Team Work
- Organization
- Problem solving
- Professionalism
- Confidentiality
- Time Management Skills
- Attention to Detail
- Compassionate
- Cultural Sensitivity



Job Duties

Administration

- Carry out plans, programs and activities determined by Council
- Implement policies and procedures established by Council
- Provide monthly reports to the Director of Infrastructure
- Monitor reports of pool equipment condition from Aquatics Coordinator and ensure pool equipment is maintained as needed.
- Ensure that all federal, provincial and municipal laws, policies and procedures related to parks and recreational services are adhered to
- Assist with the Daily operation of the recreation department (cash management, reports, filing, correspondence, supplies, computer maintenance, etc.)
- Apply for recreational operating and project grants
- Coordinate program/event logistics (i.e. booking facilities, instructor coordination, scheduling, etc.)

Financial Management

- Assist with annual budgeting process
- Manage revenues and expenses in accordance with budget and town policies

Planning

- Coordinate operations, maintenance and shutdown of the Aquatic Center with the appropriate Alberta Health Services staff
- Establish and maintain Risk Management Plans for the Recreation Department, facilities, parks, programs and events

Program and Special Event Coordination

- Assist Event Coordinator with event registration and promotion
- Implement and/or supervise community programs as required
- Support recreation programs and special events of community groups
- Support Engagement Coordinator with planning and execution of Town Special Events, including Winterfest, Canada Day, Fair Days and New Year's skate.
- Work with Engagement Coordinator to manage volunteers for Special Events

Human Resource

- Supervise, direct, coordinate and evaluate Aquatics Coordinator in a respectful, supportive, harassment free work environment.
- Ensure Aquatics Coordinator Directs and coordinates employment, scheduling and training of employees to provide safe and efficient operation of the Aquatic Center
- Ensure the Aquatic Center is staffed appropriately
- Identify, evaluate, and implement a volunteer coordination strategy for the community of Claresholm
- Working with Aquatics Coordinator to identify development needs of staff
- Follow proper policies and procedures for hiring staff

- Approve Aquatics Coordinators timesheet
- Approve timesheets when Aquatics Coordinator is unavailable

Communications

- Promote the benefits of participation in recreation and physical activity through various means of written and oral communication
- Maintain ongoing communication with the public and partners
- Promote the Recreation Department and its programs/services through various means of written and oral communication (brochure, news articles, web site, personal contact, presentations, meetings, etc.)
- Develop and maintain working relationships and regular communication with public, private and community groups providing recreation activities and services

Community Recreation Development

- Oversee Aquatic Center Coordinator to ensure proper operations and programs
- Hire discipline and evaluate Aquatic Centre staff members with input from the Aquatics Coordinator
- Continually inform recreation groups about available recreation programs and services (regional/provincial/ national)
- Community Programming registration and promotion
- Conduct community needs assessments and other forms of data collection periodically to determine recreation needs/gaps/trends, etc.
- Develop strategic (3-5 year) and annual plans
- Plan seasonal recreation program/event schedules that meet the needs and interests of the demographics
- Evaluate community programs and make recommendations for future of programs
- Introduce new community program and ideas.
- All other duties as assigned
- Participate in the Summer Games Committee

Requirements

- Degree or Diploma (or other related disciplines combined with experience) from a recognized university or college in Recreation Administration / Management or a related field, or,
- Minimum of 5 years' experience in Municipal or Regional Recreation Administration, human resources management, facility operation and public relations
- Current CPR and Basic First Aid qualifications
- Valid Driver's License
- WHMIS training certification preferred
- Playground Safety certification and/or education preferred
- Parks Management experience and/or education preferred
- Strong working knowledge of the following:
 - Recreation programs
 - General business practices and theories
 - Principles of marketing
 - Budget management
 - Employee labour relations

- Personnel management
- Loss prevention techniques
- Risk management
- Proven planning, managing, organizational and implementation skills
- Proven leadership, team and personnel development and relationship building skills
- Sound knowledge of the policies, procedures, principles and practices involved in the municipal administration of community services
- Sound knowledge of recreation, parks and culture industry standards, trends and developments
- Proven interpersonal, verbal and written communication skills
- Proven recreation related programming and event planning
- Analytical skills to research, plan and evaluate department services
- Advanced conflict resolution skills
- Computer skills using Word, Excel, Outlook and PowerPoint

Work Conditions

- May be required to attend evening meetings.
- Travel may be required.
- Ability to attend and conduct presentations.
- Manual dexterity required to use desktop computer and peripherals.
- Overtime as required.
- Lifting or moving up to 50lbs may be required.
- May be required to respond to emergency situations.