



## TOWNSHIP OF NORTH STORMONT Work Description

**Position Title:** Director of Parks, Recreation and Facilities  
**Supervisors:** Chief Administrative Officer / Clerk

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### **POSITION SUMMARY**

Reporting to the CAO/Clerk, the Director of Parks, Recreation and Facilities is responsible for planning, direction, management of activities and operations of municipal assets and leads the recreation volunteer committee activities and their general operations (ARC) Amalgamated Recreation Committee. The position provides support, information and expertise to internal/external stakeholders including Council. The Director is responsible for the leadership, growth and betterment of the municipality's recreational services..

### **RESPONSIBILITIES**

1. Must have proven ability to establish and maintain effective working relationships with a diverse group of stakeholders and must be able to effectively manage multiple projects concurrently.
2. Co-ordinates all aspects of the operation of the municipality's parks, recreation and facilities services.
3. Establishes strategic objectives and goals for delivery of expected service levels.
4. Acts as liaison/resource person for community groups, government agencies and general public.
5. Lead the ARC (Amalgamated Recreation Committee) and be responsible for the management of all recreation volunteer groups to maximize volunteer and community involvement/engagement.
6. Provide mentoring and training opportunities for volunteer and applicable staffing compliment.
7. Supports hiring/promotion, staff development, coaching/mentoring and conducting performance management reviews as needed for arena facility.
8. Oversees work planning, scheduling and assessment of staffing and volunteer needs including recreation summer student programming.
9. Promotes team goals and collaboration among team members/volunteers.
10. Promotes and adheres to the Occupational Health and Safety Act and applicable regulations as well as the municipality's Health and Safety Policy.
11. Assists the CAO/Clerk in developing policies and procedures as they relate to recreational services.
12. Investigates, reports and answers all public inquiries and complaints relating to recreation, facilities and parks.
13. Maintains records, prepares a variety of operational reports and associates correspondence.
14. Works with Council and the CAO/Clerk to ensure that recreation operations are reported and completed in conformance with the Municipal Act and standard municipal operations.
15. Responsible for the preparation of written/oral presentations for recreational topics of interest.
16. Complete AGCO reviews/applications for recreational assets
17. Oversee annual parks & playground inspections.

18. Development and implementation of a preventative (life cycle) maintenance program for the Townships parks and recreation infrastructure and ensure integration into the Township Asset Management Plan.
19. Identify, track and apply for grants and public /volunteer recognition awards that support recreational services & facilities and programming.
20. Attend Council, Committee and support organizations as required, including attendance at monthly Recreation Committee meetings and ARC meetings which are hosted outside core business hours.
21. Support ARC and community volunteer base pertaining to community/volunteer-initiated events to promote community engagement.
22. Responsible for Recreation Master Plan.
23. Oversees the preparation, presentation, monitoring and evaluation of the annual capital and operating budget as requested by Council and the CAO/Clerk.
24. Development of a progressive arena strategy to identify alternative revenue generating and/or funding opportunities to ensure arena service offerings are current while maximizing revenue to cost ratio's.
25. Oversees the management of capital projects.
26. Prepares, coordinates, implements and supervises tenders for contracted services and materials.
27. Monitors and controls budget in conjunction with finance staff, including projecting monthly variances.
28. Researches and develops alternative revenue generating and/or funding opportunities.
29. Works with Asset Manager to develop a short term and long-term asset management program.
30. Other duties as assigned.

## **QUALIFICATIONS**

- Strong organizational, management and leadership skills
- Working knowledge of Municipal Act, Building Code Act, Planning Act and Fire Code.
- Ability to manage staff and projects simultaneously and prioritize tasks.
- Good interpersonal skills, maintaining strong, collaborative working relationships/liaise with regulatory officials/agencies at the federal, provincial and municipal level
- Knowledge of facilities management and risk management practices.
- Knowledge of construction, procurement and project management.
- Ability to work independently and in a team environment.
- Diploma or University Degree in Business, Engineering, Recreation Facilities Management or equivalent in education and/or experience in a related discipline.
- Professional designation(s) through the Ontario Recreation Facilities Association (ORFA), Ontario Parks Association (OPA) or Parks and Recreation Ontario (PRO), is an asset.
- 5-10 years of municipal experience with at least 3-5 years in a senior management position
- Experience supporting and managing volunteers is essential
- Experience demonstrating effective written and verbal communications skills in English and French is preferred.
- Class "G" driver's license.
- Proven strong organizational and leadership skills

## **WORKING CONDITIONS**

The work is performed in an office environment. There is a constant requirement to respond to numerous requests for subject matter information, analyses and recommendations from the CAO / Clerk, Council, and colleagues, and to enquires from a wide range of external clients and stakeholders, often involving high-priority issues, short deadlines, concurrent demands and changing priorities, which may result in personal stress and frustration.

There is a requirement to travel throughout the six communities that make up the Township of North Stormont, and throughout the region to attend meetings and consultations.

## **COMPENSATION:**

Salary \$86,820 - \$113,281 annual salary (based on 2024 Salary Grid), full benefit package and enrollment in the OMERS pension plan. Compensation will be commensurate with qualifications and experience.

Hours of work:

35 hours per week, Monday to Friday. Available to attend evening Council meetings, other events as required.