



Town of Arcola

Job Description: Recreation Director

POSITION SUMMARY:

This part-time position acts as the main contact and coordinator for the Arcola Advisory Recreation Board. The position involves the coordination, maintenance and scheduling of all recreation facilities within the Town of Arcola along with management of contracted services and department employees.

POSITION REPORTS:

Directly to the Town Chief Administrative Officer (CAO).

SALARY/WAGE:

Salary will be based upon qualifications and experience.

DUTIES AND RESPONSIBILITIES:

- Acts as the principal coordinator, secretary and advisor to the Recreation Board and attends all meetings. Prepares agendas, background documentation and reports for the Board.
- Assists Recreation Board with policy development for strategic planning and maximization of facility use and programming as well as reviewing policies annually prior to commencement of each season.
- Oversees the operation and scheduling of all recreation and cultural facilities owned by the Town of Arcola within the operating guidelines and/or lease agreements, in co-operation with related staff and boards/committees.
- Leasing and/or coordination of the rink concession by user groups as well as order and control all inventory for kitchen.
- Develops, schedules, completes and reports on ongoing premises and equipment upkeep, and routine and preventative maintenance programs.
- Establishes and maintains relationships/partnerships through positive community development with a variety of stakeholder groups and volunteers.
- Promotes and markets facilities, advertises programs and attracts events.

- Contributes and participates in strategic planning of Recreation and Culture including: assessing and improving existing programs and facilities, and advising on potential program development opportunities to meet changing community and stakeholder needs.
- Ensures continual communication with recreation organizations to learn about their needs and provide assistance and support as required within approved Town policy.
- Prepares and implements promotional material and develops marketing strategies to ensure the general public is aware of what recreation and leisure programs and services are available through the media and internet.
- Prepares verbal and written reports as necessary for the CAO.
- Prepares grant applications for programs and facilities for the Town.
- Assists with the development of the annual facilities' capital, maintenance and equipment budgets by identifying needs, obtaining cost estimates and recommending to the CAO.
- Controls departmental spending within budget allocations.
- Directs the department with adherence to all Town of Arcola policies and procedures, and provincial and federal laws, regulations and legislation.
- Performs other duties as assigned by CAO.

PREFERRED SKILLS, QUALIFICATIONS AND CREDENTIALS:

- Post-secondary degree or diploma in Recreation, Kinesiology, Physical Education, Education, Facility Management, or Commerce is preferred. Equivalent work experience will be considered.
- Have knowledge, experience or have a high interest level in sport, culture and recreation programming, management and delivery.
- Demonstrated facility management experience.
- Valid Saskatchewan Class 5 Driver's License.
- Clean criminal records check is required.
- Demonstrated leadership qualities including planning and delegating, and able to work effectively in a team or independently.
- Excellent written and verbal communication skills: able to deal with people sensitively, tactfully, diplomatically, and professionally at all time to maintain favourable public relations with a positive attitude.
- Excellent organizational, time management and project management skills with a strong attention to detail and the ability to multitask and successfully deliver numerous outcomes.
- Intermediate computer skills, specifically Email, Word, Excel software; and social media, specifically Facebook.

UNIQUE POSITION REQUIREMENTS:

- Flexibility is required to accommodate evening and weekend management responsibilities.
- Attends Council and Committee meetings after hours as required or requested.
- May attend community-based organization meetings during or after regular office hours.
- Must be physically capable of performing a wide variety of physical tasks including both desk work and facility and program management tasks such as: walking, running, sitting, lifting, crouching, and kneeling for extended periods of time.
- Work will be performed substantially indoors however the employee will occasionally need to perform work duties outdoors (mainly during summer season).
- Willingness to work a flexible schedule which includes evenings and weekends is essential.