



POSITION: Recreation, Parks and Facilities Supervisor

POSITION SUMMARY: Under the guidance of the Manager of Operations, the Recreation, Parks and Facilities Supervisor is a critical management role responsible for overseeing and coordinating the recreation, parks, facilities maintenance and arena activities in Wainfleet. This role directly supervises a team of union staff and collaborates closely with the Manager of Operations to ensure the seamless operation of the municipality's facilities.

REMUNERATION: The 2024 wage rate shall be \$46.69/hour.

START DATE: Tuesday, July 2, 2024.

KEY DUTIES and RESPONSIBILITIES include:

1. Team Supervision and Leadership:

- Manage and lead a team of 4 union employees, providing guidance, coaching, and support to achieve departmental goals.
- Schedule and coordinate staff shifts, ensuring adequate coverage for all operational needs.
- Conduct regular performance evaluations and provide feedback to team members.

2. Facility Management:

- Oversee the day-to-day operations of the single ice pad, parks, and recreational facilities, ensuring cleanliness, safety, and functionality.
- Coordinate maintenance schedules and repairs to all Township facilities in collaboration with relevant stakeholders.
- Implement and enforce safety protocols and regulations in compliance with municipal policies.
- Provide direct supervision to various crews, contractors and employees, as required.

3. Program Development and Coordination:

- Develop, plan, and coordinate recreational programs and events catering to diverse community interests and age groups.
- Collaborate with community organizations and stakeholders to enhance recreational offerings and foster community engagement.

4. Budget and Resource Management:

- Assist in the development of annual budgets, monitor expenditures, and manage resources efficiently to meet financial targets.
- Identify cost-effective strategies to optimize resources and enhance service delivery.

5. Communication and Reporting:

- Liaise with the Manager of Operations to report on facility operations, program effectiveness, and any issues requiring attention.
- Maintain effective communication channels with staff, stakeholders, and the public to address inquiries, feedback, and concerns promptly.

QUALIFICATIONS:

- Post-secondary Diploma business, facilities management, project management or related field. Bachelor's degree in Recreation Management, Parks Administration, or related field preferred.
- College courses related to building construction or maintenance with supervisory experience an asset. Arena qualifications through ORFA an asset.
- Previous experience (minimum 3-5 years) in a similar setting, preferably in municipal recreation, parks, or arena management. Supervisory or managerial experience is preferred.
- Strong leadership, communication, and interpersonal skills.
- Knowledge of relevant legislation, safety regulations, and best practices in recreation and park management. Considerable practical knowledge of the *Occupational Health and Safety Act (OHSA)*.
- Proven experience in leading, collaborating and managing in a unionized environment.
- Excellent written and verbal communication and interpersonal skills, with residents and stakeholders.
- Proven ability to work under pressure, meet tight deadlines, and manage multiple priorities.
- High level of integrity, professionalism, and commitment to the highest levels of public service.
- Proficiency in Microsoft Office Suite, Outlook, and ability to learn *Univerus Rec* and other arena booking or financial software.

Qualified candidates are invited to submit a resume with cover letter, in confidence, outlining how their education and experience meets the above qualifications to Lee Gudgeon, Manager of Human Resources, by 4pm, Friday, May 24, 2024. Electronic applications will be accepted at <https://www.wainfleet.ca/en/town-hall/careers.aspx>, or by email at careers@wainfleet.ca.

The Township of Wainfleet is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection processes, and work environment. We will accommodate the needs of applicants under the Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment process. Please contact the Office of Human Resources, hr@wainfleet.ca if you need assistance. Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection. We thank all applicants and advise that only those to be interviewed will be contacted. Personal information is collected under the authority of the Municipal Act and will be used to determine eligibility for potential employment.