

# Recreation Director / Facilities Manager

The Recreation / Facilities' Manager is responsible for the management of the Town of Channel-Port aux Basques recreation programs and facilities (includes but not limited to Bruce II Sports Complex, parks & playgrounds, walking trails, skateboard park and playing fields); to provide quality recreation opportunities to the citizens of the area and create revenue opportunities through various venues. The duties will include but are not limited to the following:

- Supervise all facility and summer recreation staff;
- Develop an effective relationship with the area recreation groups and organizations;
- Maintain a current and thorough knowledge of recreational offerings and a current knowledge of key products and services offered by the recreation department;
- Analyze the market area and produce a marketing strategy to identify recreational opportunities and revenue generating venues for the facility;
- Effectively and proactively promote services through the preparation of tailored presentation packages to meet specific customer needs;
- Manage the electronic bookkeeping of the facility;
- Prepare and submit capital and operational budgets as well as supervise the keeping of all financial and statistical records of the Recreation Department and facilities;
- Prepare and submit various government funding proposals as they pertain to recreation and active living;
- Prepare monthly reports outlining statistics, recreational usage and budget updates;
- Act as Council's liaison on various committees as deemed appropriate by the Town;
- Attend and coordinate monthly Recreation Committee meetings and report to Council;
- Attend Council meetings as required.
- A valid driver's license and access to a vehicle is required

## **QUALIFICATIONS**

A degree in Recreation, Sports Administration Management and/or Recreation related field of study, Business Administration, Business Management, or Commerce. An equivalent combination of experience and related qualifications would also be considered, including a Degree and/or Diploma, in combination with, a certificate in Recreation and/or Sports Administration. Knowledge in accounting and business procedures, as well as, excellent oral and written communication skills. Knowledge of ammonia refrigeration systems and swimming pool operations will be a definite asset.

**SALARY**

\$62,000 - \$67,000 annually (dependent upon experience & education)

**BENEFITS**

This position includes a comprehensive non-union benefit plan, including but not limited to:

- Extended health and dental coverage,
- Life and accident insurance,
- Paid vacation, family and sick days,
- Short/long term disability plans,
- Employee pension plan.

**WORK SCHEDULE**

The incumbent is required to work Monday to Friday 9:00 a.m. to 5:00 p.m. (this may include statutory holidays if deemed necessary by the Town Manager for planned community event participation). In order to coordinate organized recreational events or in the event of emergencies, he/she may be required to adjust hours accordingly. Out of Town travel may be required to attend training and events.

**CLOSING DATE: Friday, October 27, 2023**

**Applications should be forwarded to:**

**Mail:** Mr. Leon Maclsaac - Town Manager

Town of Channel-Port aux Basques

P.O. Box 70, 67 Main Street

Port aux Basques, NL A0M 1C0

**Fax:** 709-695-9852 **Email:** townchannelpab@nf.aibn.com

Applications should be received before the close of business on the noted closing date – either by mail, fax or email. For further information please contact the Town office at 709-695-2214/1995

*In accordance with the Access to Information and Protection of Privacy Act, 2015, personal information collected will be used only for the purposes of this employment opportunity. We thank all candidates who apply but advise that only those persons selected for an interview will be contacted. The Town of Channel-Port aux Basques is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Please contact us if you require this posting in an alternate format.*