



Employment Opportunity

Position:	Recreation and Culture Manager
Division:	Community Services
Commencing:	March 2022
Annual Salary:	\$85,904.00 to \$103,667.20
Deadline:	Friday, February 11, 2022

Please apply by submitting a completed application package to the attention of 'Human Resources Manager' at jobs@fortfrances.ca with the subject line: Recreation and Culture Manager.

Please note that at present, we are only accepting external job applications by email or by fax at (807)-274-8479.

To learn more about this opportunity, please contact Faisal Anwar, Chief Administrative Officer, at (807)-274-5323.



Position Description

Position Title:	Recreation and Culture Manager
Supervisor:	Chief Administrative Officer
Employee Group:	Community Services
Date:	September 2019

Position Summary

- This position is responsible for the management, marketing and delivery of all services under the Community Services Division. This includes, but is not limited to, the Memorial Sports Centre, Museum, Sunny Cove Camp, Townshend Theatre, Sister Kennedy Senior Centre, and Sorting Gap Marina.
- This includes but is not limited to day-to-day operations, planning, inter-services cooperation, staffing, budgeting, and departmental policy development.
- The manager works closely with the Chief Administrative Officer (CAO) for the development of objectives, policies and long-term goals for the division. The Manager also provides regular reports to the Community Services Executive Committee (CSEC), and Mayor and Council.

Direction Received

- The incumbent reports to the Chief Administrative Officer

Direction of Others

Reporting to the Recreation and Culture Manager:

- Museum Curator
- Lifeguard Supervisor
- Fitness Consultants / Fitness Instructors
- Community Services Secretary / Receptionist

Working with the CAO, the incumbent establishes departmental structure. As a supervisor, the Recreation and Culture Manager monitors employee's performance, disciplines, coaches, and advises staff in accordance with municipal policies. Works within Town of Fort Frances policy to hire staff and procure services from outside contractors as required.

Revenue, Asset and Expenditure Scope

- The incumbent oversees budgeting for recreation and cultural programming.
- The incumbent works within approved budgetary limitations to expend resources and deliver programming.

General Responsibilities

- Administration of the Recreation and Culture Department of the Community Services Division.
- Prepares and presents to the CAO, and Treasurer the annual operating and capital budget for the Recreation and Culture department of the Community Services division. Provides advice and recommendations to Mayor and Council regarding budgetary priorities. Prepares periodic financial projections as required by the Treasurer. Exercises financial control over departmental budget.
- Develops and recommends to CAO, plans, programs, policies and procedures that will fulfill the mandate of the division.
- Develops, prepares and presents to Mayor and Council recommendations arising from departmental operations which require the approval of Mayor and Council
- Responsible to oversee the coordination, planning, marketing, and development of all recreational & cultural programs and services.
- On occasion, attends meetings of Mayor and Council, and committee of the whole.
- Attends community services executive committee, and management team meetings as required.
- Liaise with boards, staff, and volunteers for the Library and Sister Kennedy Centre (Senior's Centre) and work.
- Negotiates and administers joint use agreements with the School Boards as it concerns St. Francis Sports Fields, and Townshend Theatre.
- Administers, and supports with utilizing a central booking system for Sorting Gap Marina, Townshend Theatre, St Francis Sports Fields, Sunny Cove Camp, and Memorial Sports Centre.
- Administers contracted services in the areas of transportation for persons with disabilities, and persons who are financially challenged (Handi-Van and Dial-a-Ride programs).
- Work with program staff to develop, market, organize, and evaluate the following programming:
 - Youth Sports Programs
 - Adult Sports Programs
 - Preventative Health Care Programs and Services
 - Summer Playground, Sports Camps, Wilderness, Day Camps
 - Youth Speciality Programs, Programming for Professional Development Days, March Break
- Seeks out and establishes funding support from appropriate Federal and Provincial entities for all areas within the division to support ongoing operations.
- Works with community organizations in order to maximize resources in the provision of services within the Department.
- Communicates maintenance deficiencies to Facilities Superintendent. Works cooperatively with Facilities Superintendent to ensure that Recreational Facilities are maintained, and that maintenance projects are completed to minimize disruption to recreational programming.

Education and Qualifications

- Three-year University degree or Post-Secondary education in the area of Business Administration, Recreation or Public Administration or an equivalent combination of relevant education and work experience.
- 3-5 years of related experience. Preference will be given to candidates with fiscal management experience.
- Preference will be given to individuals with superior communication and leadership skills.
- Must possess a valid Ontario Driver's License at the level of 'G2' (or equivalent).
- Successful completion of a Criminal Background Check
- Excellent written and verbal communication skills.
- Demonstrated proficiency with word processing, spreadsheet, and presentation applications.
- Experience developing business plans, and grant applications an asset.
- Experience collaborating with not for profit organizations and volunteer groups an asset.

Effort

- Work demands concentration for prolonged to extended periods on most days. Interruptions are continual throughout the day for short periods and may occasionally or frequently require change in priority or involve leaving the task at hand. Critical demands are for the most part occasional to frequent.
- The position is required to work a minimum of forty (40) hours per week at a flexible time allotment as position requires.
- Additional hours average up to 20 percent in excess of the regular workday. These additional hours are related to occasional attendance at Mayor and Council meetings, Committee meetings, and meetings relevant to department and corporate responsibilities as required.

Conditions of Employment

- Employment is conditional upon a satisfactory Criminal Background Check, and Vulnerable Sector Screening.