

	Municipality of the County of Annapolis JOB DESCRIPTION	Position Title: MANAGER OF RECREATION
	Union / Non-Union: NON-UNION	Classification Type: FULL-TIME
	Salary Classification: RANGE 4	Approval Date: November 5, 2024

General Job Responsibility

Manager of Recreation shall be responsible for providing daily support, leadership, coaching and mentoring to all staff under their direction, supporting residents and visitors of Annapolis County with recreational activities and opportunities, oversee the planning and implementation of recreation and active living plans and ongoing revisions, developing partnerships, attends meetings and training opportunities, supports community events and projects that are recreation, cultural, or community development in nature, oversees the application process and review of requests for vending permits, facilitates the loaning of certain municipal equipment, maintains and develops Raven Haven public day use seasonal park, carries out regular programming, facilitates the implementation of up to three municipal grant policies, coordinates certain special events, acts as the Municipality's staff person for coordinating and scheduling the use of the Bridgetown Sports Hub, oversees the administration and implementation of the Municipality's Regional Recreation Grants program, seeks out and develops communities through the provision of awareness and education concerning the benefits of physical and social activities, prepares reports and presentations, and carries out other duties and responsibilities as may be assigned from time to time. This job description is a general outline of duties and responsibilities and is not meant to limit the employee's initiative to expand or increase their work output subject to approval by their supervisor.

Accountability

This position reports directly to the Director of Community Development.

Specific Job Responsibilities

1. Provides daily support, leadership, coaching and mentoring to all staff under their direction, ensuring staff are properly trained and resourced, and policies and processes are in place to ensure their effective and efficient implementation through consistent and regular performance management.
2. Supports residents and visitors of Annapolis County with recreational activities and opportunities through the direct coordination of programs, services, and facilities, while supporting community organizations, schools, and volunteers with offering similar programs and activities.
3. Oversee the planning, implementation and revisions of recreation and active living plans for the County.

4. Develops partnerships through positive relationships with community groups, governments, and other interested parties, to support the development and offering of physical activities for all from gardening clubs and seniors' activities to youth track and field events, as well as arts and cultural groups.
5. Attends meetings and training opportunities locally, regionally, and provincially to ensure ongoing and up-to-date awareness of community activities and needs, provincial and federal funding programs, new programs and initiatives that could be developed in the community, and the development of professional relationships with other professionals from across the region.
6. Supports community events and projects that are recreation, cultural, or community development in nature, with assistance with planning and organization, facilitation of use of municipal parks and facilities, use of municipal equipment, occasional provision of use of municipal staffing resources, and advertising and promotional activities.
7. Oversees the application process and review of requests for vending permits on municipal property, reviewing for public acceptability, compatible uses, safety and insurance requirements, provision of solid waste and washroom facilities where applicable, makes recommendations to Council for approval, and thereafter issues letter of approval or denial, and monitors use for ongoing compliance.
8. Facilitates the maintenance, inventory, repair, and loaning of certain municipal equipment including canoes and associated trailer, snowshoes, and walking and accessibility equipment, ensuring insurance and training for use are in place prior to loaning equipment.
9. Maintains and develops Raven Haven public day use seasonal park as a key piece of municipal infrastructure, including employing and supervising staffing for canteen and park services, boat rentals, provision of public washrooms, property maintenance, along with facility safety and security.
10. Carries out regular programming in conjunction with Municipal Physical Activity Leader, supporting various communities across Annapolis County using a seasonal approach for scheduling, including the use of summer staff to maximize programming during the normal peak public programming interest time.
11. Facilitates the management, oversight, and implementation of up to three municipal grant policies that provide financial support to numerous non-profit community groups each year, including the development of applications, annual review of policy criteria and processes, promotion and community awareness of the programs, acceptance and review of applications, making recommendations to Council for approval, preparing letters of approval or denial, requisitioning funding cheques, working with Communications Coordinator for positive promotion with council members of funding

programs with recipients, and following up with approved applicants to obtain program and final reports related to funding approvals.

12. Coordinates certain special events in communities as authorized by Director of Community Development or Council from time to time.
13. Supports Director of Community Development in partnership and development opportunities to enhance and improve relationships at the Bridgetown Sports Hub and other County own facilities with external groups and organizations
14. Oversees the administration and implementation of the Municipality's Regional Recreation Grants program by creating applications and reporting requirements, issues payments, and reviews claims and reports annually.
15. Seeks out and develops communities through the provision of awareness and education concerning the benefits of physical and social activities, assists groups with grant applications, supports opportunities for local community-based programming, and promotes events and activities across the county year-round.
16. Prepares reports and presentations for the Director of Community Development and Council on various topics and issues during the year as requested.
17. Other duties and responsibilities as may be assigned from time to time by the Director of Community Development.

Qualifications and Expectations

Candidates for this position must possess as a minimum, an undergraduate degree in recreation, recreation management, physical education, or a similar educational program, from a recognized post secondary institution, or a combination of similar educational experience and lived experiences.

ideally, the candidate must have a minimum of five (5) years experience working in a municipal or provincial recreation setting where the focus has been on developing and administering recreation programs and services, with preference given to those whose experience is directly or indirectly working with a municipal government organization, or a combination of formal experience and lived experiences.

Due to the nature of this position, the employee must have exceptional organizational, planning, and community development relationship building skills, as well as comfort and enjoyment with facilitating and presenting public presentations and coordinating community events, be fluent with Microsoft Office, possess strong writing skills, and comfortable working in a fast-paced work environment, often under public pressure. This position will occasionally require work outside of normal office hours including evenings, weekends, and holidays.