



## **Recreation Director**

Town of Placentia

Placentia, NL

### **Job Description**

The Town of Placentia is a community of over 3,400 residents and as we continue to ensure we are providing excellent service to our residents and building a community where you can live, visit, and invest. We are inviting applicants to apply for a full-time **Recreation Director** to join our team. The purpose of this position is to promote community events and programs, manage Town of Placentia recreational facilities, build seasonal activity guides, apply for various funding opportunities, and represent the Town of Placentia at meetings and conferences related to the position. Applicants are required to work a flexible schedule.

File Number: TOP-04-2024 Recreation Director

Hours: 40 hours weekly.

Salary: As per Council policy

Closing: April 19th, 2024

### **Minimum Qualifications:**

- Two to five years recreation experience in a Municipal role or similar setting.
- Two to five years management and supervisory experience.
- Post-secondary education in Recreation/Business or equivalent combination of education, training and/or experience.
- Clean Vulnerable Sector Check and Certificate of Conduct Required.
- Valid Newfoundland driver's license and access to personal vehicle.
- Valid First Aid Certificate or willingness to obtain prior to hire date.

### **Skills:**

- Experience in staff/volunteer supervision.
- Working knowledge of current recreation trends.
- Proficient in report writing.
- Proficient in defining goals and objectives and priority setting.
- Proficient in budget creation, and financial management for department.
- Proficient in scheduling of work and activities and time management.
- Strong communication skills and ability to work with different target populations.
- Experience in proposal/grant application writing.
- Experience in Occupational Health and Safety is an asset.
- Demonstrate troubleshooting and problem-solving skills.
- Proven ability to work safely and efficiently and documentation of the same.
- Positive, professional disposition and ability to cooperate with co-workers.
- Physically capable of performing duties safely and effectively.
- Experience with arena operations is an asset.



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### Duties:

- Act as Tournament Director for Softball tournaments.
- Act as Town of Placentia Liaison with all Unity PARC user groups and contractors.
- Attend all meetings as requested by Management.
- Complete user and financial reports.
- Complete weekly checks of playgrounds and parks.
- Develop new revenue streams.
- Distribute purchase orders to staff.
- Supervise staff.
- Identify maintenance needs and report to the Public Works Department.
- Lead Unity PARC Arena staff meetings to outline any concerns or suggestions.
- Manage day-to-day operations of Recreation Facilities.
- Research and obtain quotes for supplies.
- Work with Softball Association to identify needs for upcoming tournaments.
- Assist with special events.
- Partner with community groups to support and promote activities.
- Research and compile information for Community Activity Directory.
- Additional duties as directed.

Applications quoting File Number can be submitted in the following manner:

**Email:** [townofplacentia@placentia.ca](mailto:townofplacentia@placentia.ca)

**Hand Deliver to:** Town Hall, 25 Patterson Drive, Placentia

Applicants should request confirmation that electronic submission was received by the Town.

The Town of Placentia is an equal opportunity employer. We thank all candidates for their interest, however, only those selected for an interview will be contacted.