

Job Description

RECREATION/WELLNESS DIRECTOR

Town of Niverville	June 15, 2010
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Basic Function:

Functions as the administrative and management member of the Recreation Department

Enables the effective and efficient delivery of recreation and wellness services to the community

Recommends recreation policies and maintains compliance to approval programs and policies

Responsible for the co-ordinating of Town community events.

Assists Council/CAO in establishing goals, objectives, and budgets for the Recreation department.

Duties and Responsibilities:

- provides liaison and public relations with external organizations
- serves as the contact person on recreational matters
- responsible for event calendars, brochures and information resources
- initiates and conducts public relations activities
- attends meetings as required
- community events – individual will co-ordinate town responsibilities and work with a committee of volunteers. When called upon shall manage volunteers and manage/organize special events
- duties will include bookings, management and working with a volunteer community board
- responsible for various committee meeting agendas, minutes and schedules
- responsible for user fee and rate reviews
- responsible in conjunction with the Niverville Recreation Committee, the control of equipment and inventory.
- planning, organizing and evaluating the Town's recreation and wellness activities
- prepare appropriate surveys and recommend actions
- work with or as the authorized agent to solicit for grants and sponsorship opportunities
- oversee recreation and wellness budgets and provide budgetary guidelines where necessary
- prepare with accountant, annual operating budget for NRC and Commission
- recommend funding for recreation and wellness programs

- participate with Council and management in developing Capital Expenditure Plan submissions
- ensure safety procedures and regulations are being observed in recreational and wellness programs
- established daily office hours as approved by Council
- provide bi-weekly written progress reports to Council including goals, steps taken to achieve objectives, programming, sectors of the community served and hours of employment provided
- salary will be calculated to include several hours of overtime after which employee will be expected to take time off in lieu off overtime pay.
- other duties as assigned

Authority

- works independently within the scope of the duties and responsibilities
- receives advise and works in collabration with the Niverville Recreation and Wellness Commission and the Niverville Recreation Committee
- reports to and is under the supervision of Council through the CAO

Qualifications

- Administrative organizational skills
- Ability to act independently and logically to implement Council policies.
- Ability to organize and coordinate an office's activities
- Possesses excellent interpersonal skills to deal with the public and employees
- Ability to motivate others
- Ability to act with initiative, discretion and self discipline.
- Requires computer skills including working knowledge of MicroSoft Office.
- Class 5 drivers licence is required
- Desirable to hold or gain basic first aid and CPR certification
- An equivalent combination of management experience and education will be considered.
- Able to work flexible hours including weekends and evenings when required