



Manager, Recreation, Parks and Culture

Arctic Spas Recreation Centre, Thorsby, AB

Competition #: 51-2021-EXT-THR

Closing date: July 31, 2021

Job type: Permanent Full-time

Department: Recreation, Parks and Culture

Hours: 35 hours per week

Exciting opportunity for an experienced leader in the industry to lead this citizen-centric and customer-service oriented department to new and creative heights!

Job Summary:

The Recreation Manager will support the Parks and Recreation department.

Recreation, Parks and Culture is a service-oriented department focused on generating recreation and culture opportunities to enhance Town of Thorsby residents' quality of life and build community.

The Recreation Manager serves the mission of the Recreation Centre at Arctic Spas by providing strategic vision, planning and continued development of the recreation operations.

As the Manager, Recreation, Parks and Culture, you will be responsible for leading, managing and directing the Department as well as overseeing the alignment of programs and activities which provide residents with accessible recreational facilities, programming, parks, green spaces and cultural opportunities.

You will be responsible for providing, promoting and sustaining a broad range of sport, leisure and learning opportunities to nurture arts, culture and recreation.

The Recreation Parks and Culture department consists of part time employees.

- Providing the strategic vision, planning and continued development of the Parks and Recreation centre department
- Provide senior leadership of the Recreation Park and Culture department for the purpose of supporting the Town's vision and aligning programs with the Corporate Strategic and Business Plans and the Recreation Strategy
- Anticipating community and member needs and acting on areas of impact by developing strategic programs and service plans that includes existing members, new members and community groups
- Completing administrative tasks to support the functions of the department



Responsibilities

The responsibilities for this position are, but not limited to:

- Building the parks and Recreation department including:
 - o hiring, mentoring, and training recreation staff and volunteers,
 - o overseeing and maintaining the department budgets, marketing, and revenue avenues
 - o developing a strong recreation program plan for personal training, group fitness and fitness leadership courses, programs and events planning, booking and other
- Committing to exceptional quality of programs and services by providing excellent customer service and responding to the needs of all Parks and Recreation Town of Thorsby users
- Administrative duties including management, repairs and maintenance for the parks and Recreation
- Creating, developing, and implementing strategic events and services program around recreation centre; leadership courses and participant development for the sustainability of recreation services in the community of Thorsby
- Acting as a leader in health and safety, ensuring the highest level of health and safety standards are being met and maintained throughout the facility
- Fostering innovation by adapting programs and services to the ongoing needs and trends of the fitness community
- Leading and developing all fitness in-service trainings, attending all required trainings and recertifications.
- Maintaining and upholding preventative maintenance plan for fitness equipment repairs and maintenance with external vendors
- Acting as a Recreation activities Ambassador and strategic leader in the community by developing partnerships and relationships through community groups, committee work and continued outreach opportunities
- Providing support, guidance and leadership to fundraising campaigns
- Fostering and developing a strong culture and sense of community within the town. Oversee community development and community engagement policies and approaches to generate opportunities for partnerships, maximize facility utilization, develop creative solutions for residents and open recreation park and culture facilities to a wider audience
- Oversee the management of developed public open spaces including trails, parks and facilities, urban and rural indoor multi-use recreation facilities and cultural facilities for the performing / visual arts
- Strategically attain regional partnerships with event organizers to bring events to the Town



- Oversee the efficient and effective use of all resources, financial, information technology, human resources, communications and documentation management
- Provide excellence in personal leadership that establishes and maintains a highly engaged and effective team
- Foster a culture of leadership, collaboration, teamwork and excellence in customer service
- Provide analysis and recommendations to Council and Executive team to resolve politically sensitive issues
- Proactively identify the need and opportunities for change and build support for major changes to the direction of programs or business practices Skills and Abilities
- Knowledge of the principles and administration of recreation parks and culture services, infrastructure and management
- Strong leadership skills including the ability to collectively create a vision of the future, provide motivational direction to obtain clearly defined goals, influence, persuade, and garner commitment
- Demonstrated ability to develop and execute strategy, and develop and implement new programs, procedures, services, and policies that address emerging needs, expectations, and operational priorities
- Strong political and organizational savvy and business acumen and the ability to respond under pressure to changing political and operational situations
- Excellent interpersonal and relationship management skills including strong management skills to provide direction, training and coaching
- Excellent presentation and communication skills; a visionary leader with the ability to present and address Council, Boards and Committees
- Ability to work under pressure, manage a variety of projects and initiatives simultaneously and meet tight timelines
- Ability to diplomatically and effectively liaise and consult with internal and external stakeholders

Physical/Special Demands

- This position requires the ability to lift 20 kg



Qualifications and Experience

- Bachelor's degree in recreation, business or a related field.
- Minimum 5 years of senior level management experience with proven strategic leadership in a recreation or cultural services field or a related area
- Extensive background and experience in planning, policies and systems along with managing diverse recreation, parks and culture programs and facilities
- Extensive, positive, and successful career track record of progressively more senior positions in a public sector or recreation and culture services organization with proven ability to provide leadership and focus
- In-depth knowledge of financial management, planning and reporting, budgeting, business planning and fiscal frameworks within recreation parks and culture services
- Experience managing small, effective staff teams to collaboratively achieve desired outcomes
- Exemplary skills in the planning and delivery of developmentally appropriate activities programs
- Excellent oral and written communication skills, including intermediate use of technology
- Experience developing and managing department budgets
- Certified Personal Training certificate
- Current Standard First Aid and CPR Level C certifications
- Evidence of an acceptable Police Information Check and Vulnerable Sector Search

Key Relationships

- Administration and Council Leadership Team
- All Parks and Recreation staff and volunteers
- Arctic Spas of Thorsby members and facility users

Equivalencies of education and experience may be considered, where applicable, in addition to the minimum requirement of a bachelor's degree.

In addition to providing a dynamic working environment, we offer a competitive salary and benefits package.

Shortlisted candidates will be required to provide proof of educational and professional credentials as noted in the resume.

Thank you for your interest in the Town of Thorsby.

We only contact candidates selected for interviews.

A cover letter must be submitted along with a resume describing the interest in this position and expected wages and three professional references required

Email: CAO@Thorsby.ca