



# Picture Butte

## *Picture Perfect!*

### **Job Advertisement: Director of Parks and Recreation**

The Town of Picture Butte is seeking the next Leslie Knope to be a part of our team. The Director of Parks and Recreation is a new position in Town and will oversee all departmental operations, including staffing, budgeting, policy-making, and strategic planning processes and; Is responsible for maintaining, repairing and planning for capital improvements to our community's recreational infrastructure including aquatic centre, indoor and outdoor skating arena, parks, playground, green spaces, streetscapes, sport fields and campground. This position is a member of the executive management team and reports to the Chief Administrative Officer.

### **Key Responsibilities**

- Develop and implement strategic plans for the enhancement and expansion of parks, recreational facilities, and programming to meet the evolving needs of the community.
- Oversee the maintenance, repair, and improvement of parks, playgrounds, sports fields, trails, and recreational facilities to ensure safety, accessibility, and aesthetic appeal.
- Lead the design and implementation of recreational programs and events for residents of all ages and interests.
- Manage departmental budgets, allocate resources effectively, and seek alternate funding sources.
- Recruit, train, supervise, and evaluate a team of dedicated parks and recreation staff, fostering a culture of excellency and professionalism.
- Foster positive relationships with community stakeholders, local organizations, and government agencies.
- Ensure compliance with relevant local, provincial, and federal regulations pertaining to parks and recreation, including safety standards, and environmental regulations.

### **Qualifications**

- Post-secondary education such as Recreation Facility Management, Horticulture, Recreation Administration, Business Administration, or equivalent combination of education and experience.
- Minimum of 3-5 years of experience in parks and recreation management, including program development, facilities management, and staff supervision.
- Strong leadership, communication and interpersonal skills.
- Knowledge of budget management principles, grant writing, and fundraising strategies.
- Proficiency in computer applications, including Microsoft Office Suite and recreation management software.
- Any AARFP courses related to Management, Safety, Arena, Pool or Parks & Sports Fields would be an asset.

### **Benefits**

- Competitive salary and comprehensive benefits package.
- Professional development opportunities.
- Vibrant and supportive work environment.
- Chance to make a meaningful impact on the community.

**Application Process:** If you are passionate about parks, recreation, and community engagement, we want to hear from you! Please submit your resume, cover letter, and list of professional references to:

Keith Davis, CAO

[keith@picturebutte.ca](mailto:keith@picturebutte.ca).

Review of applications will begin immediately and continue until the position is filled. Join us in shaping a brighter future for our community as the Director of Parks and Recreation!

**Deadline: 30<sup>th</sup> April, 2024.**