



Picture Butte

Picture Perfect!

POSITION TITLE:	Director of Parks and Recreation
REPORTS TO:	Chief Administrative Officer
SUBORDINATE POSITIONS:	Parks and Recreation Lead Hand Head lifeguard/Pool Manager (Seasonal) Other assigned staff

POSITION SUMMARY:

The Director of Parks and Recreation will lead Council's efforts in providing high-quality recreational opportunities for Town residents. The Director of Parks and Recreation 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.

RESPONSIBILITIES

1. **Strategic Planning:** Develop and implement strategic plans for the enhancement and expansion of parks, recreational facilities, and programming to meet the evolving needs of the community.
2. **Facilities Management:** Oversee the maintenance, repair, and improvement of parks, playgrounds, sports fields, trails, and recreational facilities to ensure safety, accessibility, and aesthetic appeal.
3. **Program Development:** Design, implement, and promote a diverse range of recreational programs and events catering to residents of all ages and interests, including sports leagues, fitness classes, cultural events, and community celebrations. Oversees agreements and contracts with community groups and service clubs for the use and enhancement of recreational facilities.
4. **Budget Management:** Develop and manage the departmental budget, including forecasting expenses, allocating resources, and seeking additional funding through grants, partnerships, and sponsorships.
5. **Staff Supervision:** Recruit, train, supervise, and evaluate a team of dedicated parks and recreation staff, ensuring high performance, professionalism, and adherence to departmental policies and procedures.
6. **Community Engagement:** Foster positive relationships with community stakeholders, including residents, local organizations, schools, and government agencies, to solicit feedback, collaborate on initiatives, and promote participation in recreational activities.
7. **Marketing and Outreach:** Develop and implement marketing strategies to promote parks and recreation programs, facilities, and special events through various channels, including social media, websites, newsletters, and community outreach initiatives.
8. **Regulatory Compliance:** Ensure compliance with relevant local, provincial, and federal regulations pertaining to parks and recreation, including safety standards, environmental regulations, accessibility requirements, and licensing.

RESPONSIBILITIES continued...

9. **Partnership Development:** Identify and cultivate partnerships with external organizations, businesses, and sponsors to enhance recreational offerings, secure funding, and expand resources for the department.
10. **Data Analysis and Reporting:** Collect, analyze, and report on key performance indicators, usage statistics, and community feedback to assess the effectiveness of programs, identify areas for improvement, and inform decision-making.

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 and interpersonal skills with the ability to motivate and collaborate with Council, staff, volunteers, and community members.
- Excellent written and verbal communication skills, with the ability to effectively convey information to diverse audiences.
- Knowledge of budget management principles, grant writing, and fundraising strategies.
- Proficiency in computer applications, including Microsoft Office Suite and recreation management software.
- Valid driver's license and ability to travel as needed for meetings, site visits, and events.
- Any AARFP courses related to Arena, Pool or Parks & Sports Fields would be an asset.
- AARFP Recreation Facility Management Certificate or Recreation Facility Master Operator Certificate would be an asset.
- AARFP Safety Recreation Facility Operator Certificate would be an asset.

OTHER:

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.