

# ***ECONOMIC INNOVATIONS RECREATION DIRECTOR***

## ***JOB DESCRIPTION***

The Economic Innovations Recreation Director, under the guidance of the Parks and Recreation Board and directs the coordination, maintenance and scheduling of the recreation facilities and parks. The Economic Innovations Recreation Director obtains direction and is directly under the supervision of the Town Administrator.

### **1. Duties and Responsibilities**

- Scheduling, renting and contractual obligations for the Rink, Ball Diamonds, Hall, Kitchens, Rodeo Grounds and other meeting rooms.
- Leasing of summer/winter concession
- Grant writing
- Reports
- Oversees recreation projects
- Prepare and manage operating/capital recreation budget approved by Council. To ensure expenditures stay within the approved budget and the Board and Council be advised of any necessary changes.
- Performs monthly cost analysis for programs and services operated by the Recreation Board.
- Complete air quality readings weekly.
- Establish short and long term Recreation organizational goals, objectives and policies related to:
  - Recreation and cultural programs
  - Recreation facilities (new and existing)
  - Staffing
  - Capital equipment and repairs
- Publish a monthly Recreation report in the Pilot Butte News & Views.
- Effectively communicate inquiries/complaints from the public on various Recreation Board topics
- Accounts Payable GL Coding and submission of purchase order
- Economic Development Officer

### **2. Staff**

- Communications with the Public Works Superintendent and Facility Operator in advising, estimating and costing of recreation projects, rink/park maintenance and employee scheduling.
- Obtain and provide updated information to the Facilities Operator, Rink Caretaker, Park Attendant and Secondary Caretaker on available/required yearly training courses.
- Assist in the maintenance of ball diamonds, rodeo grounds, rink, all kitchen and meeting room areas.

### **3. Liaison**

- Take a leadership role in providing recreation and cultural programming to surrounding communities and town residents.
- Advise and assist organizations, community and volunteer groups.
- Encourage co-operation between the Recreation Board and School authority on community use of school facilities and school use of community facilities.
- Assist in developing fundraising opportunities for the Recreation Board, ensuring these opportunities are volunteer driven.
- Visibility at Parks/Recreation Board events at the discretion of the Parks and Recreation Board.

### **4. Recreation Meetings**

- Preparing agendas, attend meetings, recording minutes, do necessary correspondence, grant writing, reports etc. for the effective operation of the Recreation Department.
- Prepare a written report for all Board meetings, act as a liaison between the Recreation Board and Council and forward recreation minutes to the Town Administrator.
- Recommend and carry out established policies of the Recreation Board.
- Signing authority of minutes for the Committee/Board he/she is Secretary.

**5. On the Job Education Requirements**

- Major in Recreations & Sports Admin
- First Aid/CPR
- WHMIS
- Custodial Maintenance
- S.P.R.A Arena Level 1 & 2
- S.P.R.A Parks Level 1 & 2
- Risk Management
- Refrigeration Certification
- Play Ground Inspectors Certification
- Experience in Class/Active Net

**6. Other Responsibilities**

- The Recreation Facilities Director shall have a yearly written evaluation, completed by the Town Administrator.
- Other duties as assigned by Town Administrator or Council.

**7. Hours of Work**

- Monday to Friday 8:00a.m. to 5:00p.m.
- Lunch hour 12 noon to 1:00p.m. (Lunch hour not to be used as accumulated Time in Lieu)
- Attendance/Secretary for Rec Board & Rodeo meetings
- Time in lieu permitted for Recreation events/activities and meetings involved with Recreation.
- Every second Monday permitted as a scheduled day off .

**8. Qualification Requirements**

- Grade 12 or equivalent
- Capability of effectively meeting and working with sport, culture and recreational oriented organizations and the public.
- Capability of supervising staff and preparing written and oral reports for the Recreation Board, Council, media and other community administrative bodies.
- Innovative and able to plan, organize and co-ordinate projects.
- Knowledge of facility management preferred.
- Ability in the writing of grant applications
- Ability to operate a computer
- Ability to deal/interact effectively with the public/staff/Council.
- Knowledge of Capital and Operating Budget
- Bondable