



## **The Corporation of the Town of Lakeshore has an Career Opportunity for a Supervisor, Recreation Programming**

The Town of Lakeshore is a beautiful Municipality situated in southern Ontario along Lake St. Clair. The Town has a population of over 35,000 and is one of the fastest growing municipalities in Ontario. The Town Lakeshore enjoys a temperate climate year round with more than 200 growing days. Lakeshore's affordable lakefront community enjoys over 35 km of waterfront, low taxes, a high quality of life and abundant recreational opportunities with the new multi-use recreation centre, the Atlas Tube Centre including pools, 3 ice pads, gyms, and much more.

The Town of Lakeshore has an employment opportunity for a Supervisor, Recreation Programming. Reporting to the Manager of Recreation and Leisure, the Supervisor is responsible for the supervision, administration, and delivery of recreation and leisure programs and associated community events.

### **Qualifications:**

- University degree in recreation, human kinetics, or related field
- Minimum of 2 to 3 years of experience in a recreation field or equivalent
- Valid Class G drivers license
- Current first aid/CPR/AED certification
- High Five - Principles of Healthy Child Development/High Five Quest/High Five Trainer certification.
- Clear Police Clearance for vulnerable sector
- Member in good standing with ORFA

### **Knowledge:**

- Demonstrated administrative and program development experience in recreation, including supervisory experience, preferably in a municipal environment.
- Knowledge of program design and delivery, registration processes and marketing principles
- Working knowledge of computer applications including MS Office Suite, ActiveNet, or related programs.
- Demonstrated interpersonal, report-writing, public relations, organizational, and time management skills.
- Demonstrated ability to deal professionally, courteously and effectively with all levels of staff, program participants and the general public.
- Knowledge of the Occupational Health and Safety Act and Health and Safety Guidelines.
- Knowledge of other relevant legislation and regulations.

## **Major Responsibilities:**

- Provide research, expertise and input into the vision and direction for the Town's recreation programs, services and events
- Develop, deliver, monitor and evaluate all recreation programs and events
- Identify and implement efforts to maximize the use of the recreation facilities for a wide range of clientele
- Organize and deliver courses to Town staff and the community, including High Five, Principles of Healthy Child Development and Quest II, First Aid and CPR, etc.
- Assist the Manager, Recreation and Leisure in the planning, promotion, coordination and delivery of local community-based events
- Assist the Manager, Recreation and Leisure in promoting and coordinating the Town's involvement in select festivals and tourism opportunities
- Assist the Manager, Recreation and Leisure in developing and implementing policies, procedures and standards for efficient and effective operation of division activities. Ensure ongoing compliance with these established policies and procedures.
- Monitor and recommend improvements to the overall 'customer experience' for all in-scope activities; respond to issues and escalate issues to the Manager, Recreation and Leisure as required
- Assist Human Resources in recommending safety standards for the programs and ensure approved standards are implemented and adhered to by staff and participants
- Assist the Manager, Recreation and Leisure in the administration and maintenance of ActiveNet system, including in-person and online registration, memberships, facility booking and point-of-sale
- Research, attend seminars/workshops, and participate on related committees to maintain an awareness of current issues/trends in the recreation field
- Completion of reports/presentations to Manager, Recreation and Leisure demonstrating extensive functional knowledge and presenting clear recommendations for action
- Assist Manager, Recreation and Leisure in implementing activities to promote interest in programs, services, events and facilities (e.g. recreation guide, marketing materials, press releases, etc.), including engaging in promotion efforts with community groups and other organizations
- Liaise with community sport and recreational providers, agencies and organizations as applicable to identify their current and future needs and preferences
- Support the Manager, Recreation and Leisure in researching, identifying and securing government grants and other available revenue sources to supplement municipal support of recreational programming initiatives
- Organize community-based public education programs and special events
- Other duties as assigned.

## **Decision Making and Judgement:**

- Follow prescribed policies and procedures.
- Assist Manager of Recreation and Leisure.

## **Human Resources:**

- Actively maintain a positive workplace environment by consistently communicating with staff; support staff in performing their duties; and effectively addressing workplace challenges as they emerge
- Supervise recreation employees, including site specific orientation, scheduling, providing instruction and training and advice as needed, assigning duties,
- Assisting the Manager of Recreation and Leisure in conducting performance appraisals, dealing with disciplinary matters in accordance with municipal policies and union agreements
- Manage work performance issues in compliance with the Employment Standards Act and Human Rights Code
- Coordinate leadership development instruction as well as perform recreation instruction and coaching as needed
- Ensure staff are knowledgeable and are trained to act in emergency situations, that documented procedural information is available
- Assist Human Resources in developing staff training/orientation programs, implement and evaluate same.
- Ensure applicable health and safety legislation is followed and staff are trained in these areas.

## **Financial Management:**

- Assist the Manager of Recreation and Leisure in administering and monitoring approved operating budgets for recreation programs and events
- Propose recreation items for budgeting for recreation programming
- Coordinate and maintain an inventory of supplies and equipment including sourcing suppliers and preparing and submitting purchase requisitions
- Research and develop alternative revenue generating and /or funding opportunities relative to recreation programs
- Administer invoices as required

## **Interpersonal Skills:**

Excellent interpersonal skills to lead public service delivery in the Recreation division of Community and Development Services and to liaise with Council, management and the general public.

Internal:

- With the Manager to receive administrative policy direction, guidance and interpretation of Council policy.
- With Council to provide policy, information, updates and recommendations on the delivery of Recreation programs
- With the Manager regarding budgetary control matters.
- With the Supervisor of ATC Site Services on a daily basis to collaborate facility maintenance

## External

- Direct public contact to develop, promote and deliver Recreation programs including conflict resolution.
- With community organizations regarding resources and services.
- With associates in other Municipalities to exchange information on related services.
- With Commercial and private sector stakeholders in an effort to seek support for sustaining, developing and promoting recreation program development within the Municipality.

## Working Conditions:

### Environment

- Works within an office environment and outdoor environments in a variety of weather conditions.
- Walking, sitting, standing, and lifting less than 5 kgs.
- Manual dexterity required to use computer, phone, and other office equipment.
- Some travel may be required.

### Control over Work Schedule

- Available to work flexible hours including evenings and weekends as may be required for program visits and evaluation. Therefore, office hours may vary between Sunday to Saturday. (37.5 hours per week)
- May be required to attend Council and Committee meetings.
- Work is subject to deadlines and may be required to work overtime to handle workload.
- Lieu time is capped at 35 hours per year

Qualified applicants interested in the position are to email a detailed resume outlining their qualifications to [jobs@lakeshore.ca](mailto:jobs@lakeshore.ca) no later than 4:30 pm on Thursday, May 24, 2018 clearly indicating Supervisor, Recreation Programming in the subject line.

*Personal information is collected under the authority of the Municipal freedom of Information and Protection of Privacy Act and will only be used for the purpose of determining eligibility for this competition. The Town of Lakeshore is an equal opportunity employer. Accommodations under the requirements of the Accessibility for Ontarians with Disabilities Act (AODA) will be provided upon request.*