



Rural Municipality of Lac du Bonnet

Job Title:	Recreation Director	Job Category:	Administration
Department/Group:	Municipal Office – Recreation Department	Date of last revision:	June 10, 2022
Location:	RM of Lac du Bonnet	Travel Required:	Yes
Level/Salary Range:	TBD	Position Type:	Permanent Part-Time
HR Contact:	Human Resources/Payroll Administrator	Date posted:	June 10, 2022
Reports to:	Deputy CAO	Posting Expires:	Until a suitable candidate is found
External posting URL:			
Internal posting URL:			
Applications Accepted By: CAO/DCAO			
Job Description			
<p>DUTIES AND RESPONSIBILITIES</p> <p>1. PROGRAM AND SPECIAL EVENT PLANNING:</p> <ul style="list-style-type: none"> • Plans and develops recreation programs to ensure that activities and events are made available to all community members • Coordinates the assessment of community needs to develop appropriate recreation services and recommend changes to current recreation programs or services • Facilitates and assists with the provision of recreation programs and special events by community organizations • Ensures that all programs and activities are implemented according to relevant legislation, policies, and procedures • Research sport and recreation programs, trends, funding sources and project requirements • Prepares promotional material and promotes recreation programs to ensure that residents are aware of available opportunities and activities. <p>2. FINANCIAL MANAGEMENT & FUNDING DEVELOPMENT:</p> <ul style="list-style-type: none"> • Prepares capital and operating budgets for the provision of recreation services • Research available funding opportunities and prepares funding proposals • Applies for operating grants and other funding grants available to the municipality • Monitors approved expenditures within budget • Prepares monthly statistical and costing report as required for the CAO • Establishes fees and honorariums for programs and events • Maintains accurate inventory of operation supplies and equipment 			



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3. HUMAN RESOURCE MANAGEMENT:

- Directs and monitors staff in the performance of their tasks in accordance with policy and Manitoba labour laws. Carries out disciplinary action as necessary
- Plans, assigns, supervises, and evaluates the work of full, part time and casual employees providing supervision, leadership, and appraisal of job performance
- Ensures proper safety standards for employees, facility users and program participants are maintained

4. RELATIONSHIP BUILDING & ADMINISTRATION:

- Receives and responds to inquiries and complaints from the public and other communities
- Facilitates effective communication between community members and the recreation department in response to changing needs
- Develops and fosters relationships with all levels of government, community stakeholders and the public
- Attends various committee and management meetings, and other meetings as required
- Maintains knowledge of current theory and practice of community recreation
- Responsible for daily operation of all components of the recreation department (reports, files, correspondence)
- Prepares and presents policy recommendations to CAO regarding programs and other initiatives
- Maintains database for customer service information ensuring proper safekeeping of records and personal information
- Other duties as assigned

REQUIREMENTS:

1. Demonstrated Knowledge in the following:

- Recreation and leisure program administration, management, and delivery
- Relevant legislation, policy, and procedures
- Special event planning
- Volunteer training, development, and recognition
- Ability to communicate and interact effectively with the public

2. Skills & Ability:

- Sound leadership, organizational, and effective decision-making skills
- Ability to work with minimal supervision and adapt to changing priorities
- Strong oral and written communication skills
- Empowering leadership skills and ability to maintain working relationships
- Ability to effectively manage employees and volunteers
- Must very self-motivated and work independently

3. Working Conditions:



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- Travel using personal vehicle is a requirement of the position
- The Recreation Director may have to work irregular or long hours at a time to complete special events or to participate in or coordinate evening and off-hour activities
- Evenings and weekends may be required

4. Education & Experience

- Post-secondary degree or diploma in Recreation Management, or a related field will be considered an asset
- Previous experience in a municipal recreation position, will be considered an asset
- Knowledge of Perfect Mind Software, will be considered an asset
- Must have a valid class 5 driver's license
- Must pass the child abuse and criminal record background check

Approved By:		Date:	
Last Updated By:		Date/Time:	