JOB TITLE: Recreation Supervisor  
CLASSIFICATION: Contract, non-union  
DEPARTMENT: Administration  
REPORTS TO: Clerk-Administrator  
SALARY/HRS PER WEEK: $18-$22/hr; average of 35 hrs/wk

POSITION SUMMARY

Under the direction of the Clerk-Administrator, the Recreation Supervisor is responsible for the development and coordination of all municipal special events, recreation and leisure programs, and for the supervision of summer students. The goal of this position will be to provide and promote recreational opportunities to municipal residents and visitors, and to promote a healthy, active, and involved lifestyle in Magnetawan.

The Recreation Supervisor will work and communicate with community members and Municipal staff to:

- assess current recreation and event programming;
- evaluate trends; and
- identify, develop, and implement programming

that reflects Municipal needs and values and ensures a high degree of innovation and quality of service.

DUTIES & RESPONSIBILITIES

1. Develop, coordinate, implement, and supervise a variety of municipal recreation programming and events of varying scales, types, and at various locations;
2. Organize all volunteer staff and assist with training
3. Develop, coordinate and implement an annual marketing strategy for the Magnetawan Community Development Committee (MCDC), promoting all available services, programs, events, and opportunities;
4. Attend MCDC committee meetings as needed to work closely with the committee to build and develop programming for the municipality.
5. Maximize public understanding and increase awareness of the benefits of recreation in the community;
6. Recruit, train, coach/mentor, and provide ongoing support to volunteers to maximize retention;
7. Act as municipal liaison for community-led events, including attending MCDC meetings for the development, enhancement, and implementation of events;
8. Develop promotional content related to special events for seasonal recreation guides, municipal website, and other promotional materials;
9. In partnership with the Community Development Officer, coordinate, seek and secure partnerships and sponsorships to enhance event programming;
10. Develop and maintain sponsorship packages for municipal events;
11. Be knowledgeable of funding opportunities and work with Municipal staff to obtain funding for recreation and event programming;
12. Make recommendations on operational policies and procedures to ensure program participant safety and responsible risk management;
13. Deal effectively with incidents, problems, and emergencies as outlined in Municipal policies and procedures;
14. Assist with budgeting and financial reporting for recreation and event programming;
15. Respond to inquiries from parents/guardians, participants, and the public; and
16. Deal courteously and effectively with the general public and Municipal staff.
17. Required to have great initiative; be a self-starter in developing and monitoring daily tasks, duties and responsibilities.

SUPERVISION REQUIREMENTS

This position has supervision of all summer students as Locks Attendants, Heritage Centre Attendant and Parking Attendants. The position is required to be present at all recreation events and programming.

CREDENTIALS/EXPERIENCE REQUIRED

1. Post-secondary education in Recreation Studies, Event Planning, Marketing, Business or a related discipline; or a combination of significant demonstrated experience and education;
2. Two (2) to three (3) years of progressive experience in planning and implementing special events and recreational programming, in a marketing capacity, or a relevant, preferably municipal setting;
3. Experience with production and implementation of promotional content for events, websites, and social media;
4. Experience developing and implementing marketing plans and sponsorship packages;
5. Demonstrate positive communication skills, when interacting and associating with the public
6. Excellent problem solving skills and decision making ability under pressure/tight deadlines.
7. Experience in a leadership role within a group setting;
8. Ability to coordinate, mentor, supervise, and build a positive rapport with seasonal staff;
10. Valid First Aid, CPR, WHMIS, High Five Training an asset;
11. Experience using Microsoft Office software (Word, Excel, Power Point) with the ability to manipulate data and create spreadsheets;
12. Ability to work with budgets, track financials, statistical reports, correspondence, guidelines/procedures, and other written materials;
13. Ability to maintain strict confidentiality and unquestionable integrity;
14. Valid G Class Driver’s License, driver abstract will be required; and
15. Required to submit vulnerable sector screening verification (police record check) upon hire.
PHYSICAL DEMANDS AND WORKING CONDITIONS

1. Work is conducted in an office environment with some exposure to criticism from the public. Requirement to balance priorities, verbally communicate to exchange information, deal with constant interruptions and changing demands during the course of a work day; occasions whereby an extremely short amount of time is available to complete a project or task (regularly); wide variety of tasks requiring ability to manage multiple projects; while maintaining a pleasant, professional and positive demeanor.

2. Requirement for sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations; to operate office equipment and vehicle;

3. Required to work in both a general office environment as well as outdoors in inclement weather while organizing and implementing programming;

4. Personal vehicle required to travel to satellite event locations within Magnetawan, with mileage to be paid by Magnetawan;

5. Working hours will be highly variable and will include evenings and weekends;

6. Work requires medium to high physical exertion in the delivery of recreation activities and events;

7. Requires the ability to work independently and demonstrate exceptional time management;

8. Work involves mental and visual concentration with frequent interruptions.

The work week will be an average of 35 hours per week, Monday to Friday 9:00am - 4:30pm. Evenings and weekends will be required in this position.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.

We thank all applicants who apply for this position but only those selected for an interview will be contacted.

The Municipality of Magnetawan is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. All personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act. Questions about this collection should be directed to the attention of the Clerk-Administrator, P.O. Box 70, 4304 Hwy #520, Magnetawan, P0A 1P0.