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# TOWN OF SAINT ANDREWS

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## **Career Opportunity TSA-2022-12 Recreation Director Town of Saint Andrews**

*On the shores of Passamaquoddy Bay, everything about our Town is special, including our status as a National Historic District with 300 + Heritage buildings. Saint Andrews is a treasure trove of beautiful architecture, stunning scenery, and rich marine life. Today we offer all the features of a thriving modern resort voted by USA Today as the Best Place in Canada to Visit in 2017. A visitor destination since the late 19<sup>th</sup> century, it is also a major center of marine science research and education with the Saint Andrews Biological Station, the Huntsman Marine Science Centre and Aquarium, and the New Brunswick Community College.*

Reporting to the Chief Administrative Officer of the Town of Saint Andrews, the Recreation Director is responsible for the leadership and operations of recreational services, programs, and associated special event planning within the local regions surrounding and including the Town. The Recreation Director will work with various recreation system partners such as community organizations, volunteers, and Town staff in the implementation of programs and events within Zone 4 of Charlotte County, which encompasses the Town of Saint Andrews, and the Communities of Bayside, Chamcook, St. Croix and a portion of St. Patrick. The Recreation Director will be responsible for working with senior staff and the Cooperative Recreation Committee to review recreation assets in the Town and surrounding communities and provide operational and capital budget considerations. As this is a new position, the ideal person will be able to leave their imprint on the Zone for years to come by providing recommendations and the implementation of programs and initiatives.

### **DUTIES AND RESPONSIBILITIES:**

#### **Program and Special Event Planning**

- Plans and envelopes recreation programs to ensure that activities and events are made available for all residents of the region.
- Ensures the collection of data necessary for the assessment of sport, recreation, and leisure needs and interests, and recommends changes to programs and services as needed.
- Facilitates and assists with the provision of recreation, cultural programs, and special events by community organizations and recreation system partners of the region.
- Ensure the development and/or implementation of assigned special events such as Canada Day, etc.
- Ensure that all programs and activities are implemented according to relevant legislation, policies, and procedures.

#### **Facility Operations**

- Maintain general knowledge of the operational aspects of the department such as ice and ice plant maintenance, turf care, Zamboni operations, etc.



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- Make recommendations for the upkeep, maintenance, and capital projects for recreational assets in the region.
- Coordinate with senior staff on inspections of recreational assets to ensure they follow applicable statutes, regulations, and are recorded appropriately.
- Contract coordination and negotiation, with support from senior staff, with outside organizations servicing or using recreational facilities.

## **Financial Management**

- Coordinates with senior staff on capital and operating budgets for recreational assets and services.
- Monitor approved expenditures within budget.
- Ensures all purchases follow the Procurement Policy of the Town of Saint Andrews.
- Prepares statistical costing reports with senior staff as required.
- In co-operation with senior staff, evaluates and reviews budget reports as appropriate; creates yearly spending plans for all budget accounts; keeps appropriate records of organization spending and tracks it against spending plans; reallocates resources as organizational change occurs.
- Reviews, approves, and performs, where necessary with senior staff, on the accounts and financial control procedures.
- Establishes recommendations for fees and honorariums for programs and events.
- Helps senior staff to find and write grants to offset capital and operational costs.

## **Human Resources**

- In coordination with senior staff, plans, assigns, supervises, and evaluates the work of full, part-time, and casual/contract employees providing supervision, leadership, and appraisal of job performance.
- Identifies and facilitates appropriate opportunities and support for leadership development of volunteers and those involved in program delivery.
- Develops and implements volunteer management programs; provides a comprehensive and coordinated approach to volunteer recruitment, orientation, training, retention, recognition, and evaluation.

## **Administration**

- Through the input of the Council, staff, the Cooperative Recreation Committee, and the community, develop a Recreational Master Plan for the area.
- Identify, review, and revise departmental goals, objectives, and direction.
- Maintain knowledge of current theory and best practices of community recreation.
- Attends the Southwest New Brunswick Service Commission Recreation Annual Summit meetings and other meetings as required.
- Attends the Fundy Recreation Professionals Association meetings as required.
- Coordinates the assessment of the needs and wants of all communities in the region to develop appropriate recreation services through staff, volunteers, and outside agencies.
- Assists and facilitates the public registration process for recreation programs and special events.



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- Responsible for the daily operation of all components of the recreation office including reports, files, correspondence, etc.
- Liaises with members of the Southwest New Brunswick Service Commission regarding ongoing programs, recreation needs and potential collaboration.
- With support from senior staff, prepare and present recommendations for financial policy administration and cost-sharing adjustments to the Town Council and senior staff as it pertains to the operation and maintenance of recreational assets on an annual basis.
- Prepares monthly reports summarizing activities for the reporting period.
- Maintains database for customer service information ensuring proper safekeeping of records and personal information.
- Follows and ensures proper safety standards for employees, volunteers, facility users, and program participants.

## **Promotion and Marketing**

- Promotes and develops recreation programs to ensure the residents are aware of available opportunities for activities.
- Prepares promotional material and develops marketing strategies to ensure the public is aware of the programs and services.
- Promotes programs and services along with volunteers and leadership opportunities and provides training as required to meet the recreation needs of the community.
- Markets and promotes recreational assets to help draw and continue maintaining events, festivals, and programs that increase the use of the facilities available.

## **QUALIFICATIONS:**

### **Education, Experience, and Requirements**

- Bachelor's Degree in Parks and Recreation or closely related field or a combination of 4 years of education and experience related to recreation.
- Valid NB Driver's License and clean driver's abstract.
- Use of personal vehicle for work-related activities (mileage will be provided).
- Proficiency with Microsoft Office (Word, PowerPoint, Excel, Outlook) and ability to use other computer software.
- Knowledge of recreational methods, processes, and procedures.
- Knowledge of Municipal By-Laws and government regulations.
- Experience in coordinating and working with volunteers.
- Must provide a current valid Criminal Record Check (Vulnerable Sector included). This will be required on an annual basis
- Current First Aid and CPR training or willing to get training.
- High Five Training is considered an asset.

### **Key Skills/Accountabilities**

- Communicate clearly and comprehensively in person, one-on-one or in groups, and in writing via reports and email.
- Exercise discretion, tact, and maintain a high degree of confidentiality.



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- Work independently and make decisions independently.
- Ability to multitask in a busy environment.
- Ability to handle difficult and stressful situations with compassion and a non-judgmental attitude.
- Plan and execute age-appropriate activities, including coaching or instructing activities that appeal to youth, adults, and seniors.
- Strong interpersonal skills.
- Ensure senior staff are aware of any incidents that may arise that can affect the physical and emotional well-being of staff, volunteers, and participants.

### **Working Conditions**

- Flexible working hours, including evenings, weekends, and holidays.
- Due to the nature of working with youth, adults, and seniors, the Director must be keenly aware of all activities going on within the Town while promoting the safety of everyone involved.
- Sustainable noise from multiple conversations and activities going on simultaneously.
- Ability to lift 50 lbs.

### **Salary Range**

- \$40,000.00 - \$65,000.00

Applications will be accepted until **April 4, 2022**. Please prepare a cover letter in addition to your resume and send it through Indeed, email it to [pnopper@townofstandrews.ca](mailto:pnopper@townofstandrews.ca) or by mail/hand at 212 Water St, Saint Andrews, NB E5B 1B4.

We thank all interested candidates, but only those selected for an interview will be contacted.