



TOWN OF SAINT ANDREWS

Manager of Recreation 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 19th 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.

We are looking for an active and engaging **Manager of Recreation**, to serve as the leader of recreational services, programs, and associated special events within the local regions, surrounding areas, and the Town. The **Manager of Recreation** 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 community for years to come by providing recommendations and the implementation of programs and initiatives. **If you are driven, take initiative, and are passionate about recreation, we want to meet you!**

Responsibilities of the role include:

- Plans and envelopes recreation programs to ensure that activities and events are made available for all residents of the region.
- Facility operations knowledge of the Towns facilities.
- Ensure that all programs and activities are implemented according to relevant legislation, policies, and procedures.
- Financial management of operating budgets for recreational assets and services and provide input on capital budgets.
- Develop a Recreation Master plan for the area.
- Responsible for the daily operation of all components of the recreation office including reports, files, correspondence, etc.
- Promote and develop recreation programs to ensure the residents are aware of available opportunities for activities.

Requirements of the role include:

- Bachelor's degree in Parks and Recreation or a closely related field of a combination of education and experience related to recreation.
- Valid NB Driver's license, clean driver's abstract, and access to a reliable vehicle.
- Proficiency with Microsoft Office and the ability to use other computer software as required.
- Experience in coordinating and working with volunteers.
- Must provide a current valid Criminal Record Check (Vulnerable Sector included).
- Current First Aid and CPR training or willing to get training.
- Able to multi-task, work independently, and have strong interpersonal skills.

Interested candidates should apply to hmcgee@practicalhrs.com on or before **November 30, 2022**. The Town of Saint Andrews appreciates all candidates for their interest; however, only those selected to continue in the application process will be contacted.