

Recreation Supervisor (Full Time Permanent)

(Job # 2019-035-IE)

Department: Leisure & Community Services
Status: Full-time, Permanent
Date Posted: March 1, 2019
Date Closing: **March 15, 2019 4:30 p.m.**
Number of positions: 1
Scheduled Hours/Shifts: 35 hours per week
Salary: \$70,105-\$85,308 (based on 2018 rates)

Position Purpose: The Recreation Supervisor will oversee the development, delivery, administration and evaluation of all community programs (both registered and drop in), sports leagues and related special events for all age groups/populations. Responsibilities will include staff management including payroll submissions, equipment and supplies acquisition, creating and updating policies and procedures in relation to the positions and operations of the programs. In addition, the Recreation Supervisor will be expected to liaise with various community groups, agencies, Town Staff and the public in the provision of community delivered programs and services. This position will develop and maintain program/event marketing strategies and support communication efforts, while overseeing programs in Risk Management, Customer Service, staff training and development as well as administering associated budgets.

Qualifications and Requirements:

- Formal academic training in Physical Education, Recreation or related discipline
- Minimum 3-5 years significant demonstrated experience preferably in a municipal setting
- Significant demonstrated supervisory, administrative and program development experience in the Recreation field
- Working knowledge of program research and design, marketing principles and concepts, program standards/evaluation, and budget development and administration
- Current holder of First Aid, CPR and AED Certification.
- High Five Certification an asset
- Good supervisory, interpersonal, report-writing, public relations and organizational skills
- Ability to deal courteously and effectively with all levels of staff, program participants, the general public and external agencies
- Working knowledge of Word, Excel, PowerPoint and ACTIVE program maintenance and registration
- Class G Driver's License in good standing and a reliable vehicle to use on Town business
- Available to participate in special events and to work flexible hours (evenings and weekends) as required for program/event administration or meeting attendance

How to apply:

Please forward your resume in confidence by **March 15, 2019 at 4:30 p.m.**, identifying Job # 2019-035-IE in the subject line to hr@townofws.ca. Please ensure your application is saved in one single document and PDF format.

Committed to diversity and a barrier-free environment: Whitchurch-Stouffville is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce reflect the citizens we serve. At the Town, we respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.

We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.