



Recreation Supervisor (Job # 2023-062-IE)

Department: Leisure & Community Services
Status: Full Time, Permanent
Date Posted: May 19, 2023
Date Closing: **June 2, 2023, 4:30 p.m.**
Number of Positions: 1
Scheduled Hours/Shifts: 35 hours per week
Salary: \$78,791.95 - \$95,862.45
Flexible Work Arrangement: Hybrid: No; Flexible Schedule available, depending on operational needs.

WHY Stouffville:

Working for the Town of Stouffville means being a part of a tight knit workforce, where we foster a sense of belonging. The Town is dedicated to supporting its employees, by providing competitive compensation, employer funded benefits, paid vacation, sick time, EAP and flexible work arrangements, to help you prioritize what matters most.

As a Recreation Supervisor, you have a direct line to our growing, diverse community through overseeing our vast programming portfolio catered to all ages. Your influence in this area will intentionally support the ongoing development of an active, engaged community in Stouffville! This creative, collaborative role will have you focused on building, designing, and delivering services in the programming division while supporting an already positive, engaging group of full time and part time staff. This role works collaboratively with all areas of the Leisure & Community Services department at all levels, providing you the opportunity to exercise your superior communication and organizational skills in a team-focused environment, with a common goal of providing innovative and thoughtful services to our residents. Are you a capable, independent self-starter with a relationship focused and creative mindset? This position will allow you to showcase all of that, and more!

We are committed to being an equal opportunity employer, supportive of 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.

Position Purpose:

Overseeing 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 and populations (preschool, children, youth, adults, 55+ and adapted programs relating to general community programs), that includes: management of staff including payroll submissions, equipment and supplies acquisition, creating and updating policies and procedures relating to the positions and operations of the programs. Liaise with community groups, agencies, other Town staff, and the general public in areas relating to community-based programs and services. To develop and maintain program and event marketing strategies, support communication efforts for programs and services, and oversee programs in Risk Management, Customer Service, and staff training and development as related to community programs. Recommend and administer associated budgets; co-ordinate related staffing/volunteer requirements.

Qualifications and Requirements:

- Minimum 3-5 years significant demonstrated experience preferably in a municipal recreation environment.
- Formal academic training in Physical Education, Recreation or related discipline.



- Significant demonstrated supervisory, administrative and program development experience in the Recreation field, preferably in a municipal environment.
- 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 knowledge of related Ministry and industry guidelines, applicable legislation.
- Working knowledge of computer applications including Word, Excel, PowerPoint and Active Network program maintenance and registration.
- 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.
- Class G Driver's License in good standing. Reliable vehicle to use on corporate business.
- Available to participate in special events and to work flexible hours (evenings and weekends) as may be required for program/event administration or meeting attendance.
- Availability to work evenings and weekends.

How to apply:

Please forward your resume in confidence by **June 2, 2023, at 4:30 p.m.**, identifying **Job # 2023-062-IE** in the subject line to hr@townofws.ca.

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