



# ***Village of Salisbury***

## ***Position Profile***

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**DEPARTMENT:** (Recreational Activities, Programs, and Services)

**POSITION:** Director

**REPORTS TO:** Mayor

Minutes reference date:

1<sup>st</sup> Revision date:

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### **Summary**

This position is responsible for the overall planning, developing, coordinating, organizing, direction and control of recreation, sports, leisure and wellness activities in order to provide opportunities and encourage and promote a healthy lifestyle for all community residents.

A key part of this position will be the promotion of recreation and wellness, special events, and fundraising.

The Director will work closely with Village Staff, Council, and community volunteers to ensure that quality and effective programs are delivered.

### **Main Duties (not limited to)**

- Responsible for the daily operation of all components of the recreation office, including but not limited to: complete and accurate records and reports of Departmental activities, services, personnel, property, and all correspondence
- Manages the financial operations, including preparation of the annual budget and the development of guidelines in the area of budgeting, operations, administrative procedures, and other ongoing functions related to the Department's activities (monitors approved expenditures within the Department's budget, establishes fees for programs and events, administers public registrations for recreation programs and special events.)
- Administers the reciprocal agreement between the Village and Anglophone East School District for the use of school facilities and properties. This includes facilitating bookings, maintaining school lawns maintaining ballfields, bike park, skate park, tennis court/pickleball court/rink, and Woodland Trail
- Maintains Community Gardens located on Anglophone East property as well as behind 62 Douglas Street
- Maintains planters, hanging baskets, and flower beds (weeding/watering) along Main Street
- Attends meetings of Municipal Council when required and sits in on any associated committee dealing with Recreational Services as deemed necessary
- Prepares promotional material and promotes recreation programs and special events in order to ensure that residents are aware of available opportunities and activities
- Conducts and attends a variety of training seminars, coaching clinics, staff meetings, and community meetings
- Recruits, trains, supervises, and provides orientation and training to Departmental staff, summer students, and volunteers

- Plans, assigns, supervises, and evaluates the work of full, part-time, casual and contracted Departmental employees in accordance with policy and New Brunswick labour laws
- Conducts research and evaluates program delivery, including regular assessment of community recreation needs and, within annually approved budgets, development of a diversified program of recreation activities and services to meet defined needs. This includes consideration of the needs of the total population, as well as evaluating the financial impact of any new or current Departmental programs or projects
- Coordinates, facilitates, and provides administrative support for recreation sponsored community events within the Municipality
- Provides advice, counsel, and recommendations to community groups; assists in the development of fundraising programs; promotes recreational programs and a healthy life philosophy; and otherwise encourages community groups and the general public to become involved in the programs offered by and through the Department
- Remains aware and up to date regarding liability issues within the scope of recreation and leisure service provision
- Ensure that all equipment, facilities, buildings, and public areas utilized for the purposes of recreation and leisure service activities and under the Department's control (Village owned/Borrowed/Rented) are effectively administered, supervised, and properly maintained to ensure losses due to improper usage are kept to absolute minimum
- Prepares and submits relevant grant applications, as well as proposals and applications for funding opportunities on behalf of the Village with regards to recreational programming that will assist the Municipality in offering and facilitating a broad range of leisure-oriented services
- Develops, coordinates, prepares, and facilitates recreation programs and activities, fundraisers, and events offered by Department (including indoor and outdoor programs) in order to ensure that activities and events are made available for community residents (including, but not limited to: the organization and leading of outdoor adventure activities including mountain biking, recreational road/trail biking, hiking, snowshoeing etc; organizing outdoor adventure workshops and soliciting program-specific trained leaders; and choreographing plans and teaching group fitness classes for adults and seniors)
- Develops and maintains relationships with community, regional, and provincial organizations to ensure coordination and optimum use of resources. Attends a variety of committee board meetings, conferences, workshops and professional developments (including, but not limited to: Active Communities Branch, SENB Wellness Network, Recreation NB, Fundy Biosphere Reserve, Petitcodiac and Salisbury Area Community Health & Wellness Advisory Committee, Sentier NB Trail)
- Coordinates with village organizations to submit monthly articles on the Village of Salisbury's behalf to Maritime Motorsports Hall of Fame's Local News & Views monthly newspaper
- In the event of an emergency, assists the Village Administration Staff as required
- Maintain effective working relationships with coworkers
- Other duties as may be assigned

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| <b>Education, Experience, Skills &amp; Abilities</b> |
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- Post secondary education in a related field or satisfactory combination of education and work experience; 2 to 5 years related work experience would be considered an asset
- Criminal Record Check; must be bondable
- Ability and experience working with the public
- Strong written, verbal, and interpersonal skills

- Strong management skills
- Strong marketing and organizational skills
- Experience working with youth
- Ability to work with minimal supervision
- Ability to maintain effective working relationships
- Must possess a valid New Brunswick Driver's Licence
- Must have Standard First Aid and CPR Certification prior to employment
- Ability to use personal vehicle
- Ability to work irregular or long hours at a time to complete special events or to participate in or coordinate evening and off-hour activities
- Must have the ability to teach, train, and lead physically active programs and activities
- Knowledge of word processing, desktop publishing, spreadsheets, and other computer software
- Considerable knowledge in developing and administering recreation and youth programs; working knowledge of the rules of a variety of sports
- Ability to work under stressful situations; ability to stay calm; have excellent problem solving skills
- Ability to prepare and administer budget, maintain records, and prepare reports
- Ability to work evenings, weekends, and some holidays
- Ability to establish and maintain effective working relationships with coworkers, public, news media and other government agencies; ability to follow written and oral instructions; ability to communicate effectively, verbally and in writing

**\*\* SUBJECT TO CHANGE \*\***