



DIRECTOR, REGIONAL RECREATION & WELLNESS

The Town of Salisbury is currently recruiting a passionate and visionary candidate to fill the position of Director, Regional Recreation & Wellness. This is a full-time (37.5 hours per week), permanent position that reports directly to the Chief Administrative Officer (CAO).

The Director of Recreation and Wellness is responsible for overall planning, developing, coordinating, organizing, and directing recreation, sports, leisure and wellness activities in order to provide opportunities and encourage and promote a healthy lifestyle for all community residents. This position also administers Reciprocal Agreements, such as with the Community of Three Rivers (formerly Petitcodiac) for regional recreation priorities.

Deadline to apply: Friday, April 28 at 4:30PM (Atlantic Standard Time). Applicants are encouraged to apply early, since interviews may be held and/or arranged on an ongoing basis before the closing date.

Why the Town of Salisbury?

As a public sector employer, the work of municipal employees directly affects our region, community, and the services residents rely on. The Town is a growing Municipality and is undergoing an exciting period of growth and change in light of local governance reform, now having 7,800 residents in four wards that border the Community of Three Rivers, Town of Riverview, and the City of Moncton.

This employee will oversee the planning and execution of the Town's Department that offers a number of popular events and activities amongst residents. The Recreation & Wellness Department is responsible for existing activities such as Winter Fest, the Swedish Lantern Walk, ParticipACTION programming, Summer camps, summer soccer program, Community Days, Pumpkin Walk, Christmas Tree lighting, pickleball sessions, fitness classes, etc. The successful candidate will also have the opportunity to work with, and enhance partnerships with, a number of community organizations, ranging from sport associations to volunteer groups and from not-for-profits to Town Council.

At the same time, you will have the exciting opportunity to craft the future of recreation in the Salisbury area. In 2023, the Town is undertaking a Recreation Master Plan, to be led by the Director, which will provide a plan for recreation amenities and assets for the next ten years and beyond.



Where this position also administers the current Regional Recreation Agreement in place with the Community of Three Rivers, you will have the opportunity to oversee regional recreation initiatives, regional programming, and a number of comparable events in Three Rivers. This agreement will be finalized based on the hiring process and needs of both municipalities at that time.

If you are looking to make a measurable impact in your community, we want to hear from you!

Key responsibilities

- Develops and maintains relationships with community, regional, and provincial organizations to ensure coordination and optimum use of resources by attending a variety of committee board meetings, conferences, workshops and professional development sessions (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);
- Embodies the local government's values and leads by example to create and sustain an organizational culture where everyone is safe, valued, and respected;
- Oversees the daily operation of all components of the recreation office, including but not limited to: keeping completed and accurate records and reports of Departmental activities, services, personnel, property, correspondence, and overseeing the offerings of a number of recreational programming and activities;
- Conducts research and evaluates program delivery, including regular assessment of community recreation needs and, within annually approved budgets, develops a diversified program of recreation activities and services which 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;
- Oversees the financial operations and other ongoing functions related to the Department's activities (ie. monitors approved expenditures within the Department's budget, establishes fees for programs and events, administers public registrations for recreation programs and special events) and in collaboration with Department Heads, works to prepare recommendations for the annual budget;
- Administers reciprocal agreements between the Town and community partners, including the Anglophone East School District and local sport associations, which includes facilitating bookings amongst community sport groups and associations and liaising with the Manager of Infrastructure and Public Works for maintenance of facilities;



- Responsible for executing the Regional Agreement with the Community of Three Rivers, which includes organizing and leading a number of recreation initiatives in collaboration with both municipalities;
- 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 and collaborates with Municipal administration to ensure activities are well-promoted;
- Conducts and attends a variety of training seminars, coaching clinics, staff meetings, and community meetings.

Qualifications

The successful candidate must have:

- Post-secondary diploma or specialized training related to business, economic development or recreation, or an equivalent combination of education and experience
- 2+ years of related working experience
- Considerable ability to communicate effectively both orally and in writing with staff, municipal officials, elected officials and the public;
- Considerable ability to read, write, and understand English;
- Considerable knowledge in developing and administering recreation and youth programs and working knowledge of the rules of a variety of sports;
- Must be detail oriented, adaptable, flexible and a quick learner.

The ideal candidate would have:

- Experience working with a municipality is preferred
- Knowledge of management and operation of recreation facilities and equipment;
- Knowledge of all recreation programs and facilities in each community and any relevant operating policies and procedures in each area;
- Ability to teach, train, and lead physically active programs and activities, including specialized training to offer programming (e.g.: fitness certifications).



Working Conditions

- Majority of job duties will be completed at the Town Hall (56 Douglas Street) setting during normal business hours (Monday to Friday, 8:30AM-4:30PM). A portion of the work is maintaining and managing local recreational assets outside of the Office (baseball fields, outdoor rink, events at Highland Park, etc.).
- Insofar as the existing regional recreation agreement remains in place, the Director's position will be split between the Town of Salisbury and the Community of Three Rivers. This includes having a presence in the neighboring municipality, with the primary office being in Salisbury.
- This is a Department Head position that will sometimes require work outside of conventional office hours. This can include presentations to Town Council, to organize and execute events, etc.
- As a Department Head, you will be responsible for supervising at least one permanent employee in the Department and approximately eight temporary employees, depending on the time of year.
- This position often requires work outdoors, including during the winter and summer months.

Compensation

The Town of Salisbury offers a competitive overall compensation package. In addition to providing a work environment that makes a difference in your community, we also pride ourselves in offering a flexible work environment.

- This is a salaried position and wage will depend on experience, with the *expected* scale to be between \$46,000 to \$58,000 annually, based on experience and qualifications;
- Paid vacation time and 13 paid holidays throughout the year;
- Employee/employer cost-shared extended health and dental benefits (optional);
- Enrolment in the Municipal Employee Pension Plan (MEPP) and a matched contribution by the Town;
- A municipal cellphone or monthly stipend for use of personal device;
- At the discretion of Department Heads and based on operational requirements of the Department, the opportunity for a compressed work week between May and September;
- Paid memberships to relevant associations and opportunity for professional development.



Applying for this position

Interested applicants should send a resume and cover letter to Austin Henderson, Chief Administrative Officer, at austinhenderson@salisburynb.ca. Applicants are encouraged to apply electronically, but can also drop-off applications to the Municipal Office (56 Douglas Street, Salisbury, NB).

The deadline to apply for this position is **Friday, April 28 at 4:30PM** (Atlantic Standard Time), however, interviews may be conducted on a rolling basis. Applicants are therefore encouraged to apply early. No applications will be accepted after the closing date.

While the Municipality thanks all applicants for their interest, only those selected for an interview will be contacted.

The Town is an equal opportunity employer. Should you desire accessibility measures during the recruitment process, please identify them when submitting your candidacy to the Municipality.