

Recreation Manager

Summary:

The Recreation Manager is a key member of the municipal leadership team, reporting to the CAO. This position is responsible for planning, organizing, and managing recreation programs and community events that affect the health, well-being, and quality of life of residents. The Recreation Manager oversees the daily operation of the arena, swimming pool, fitness centre, sports fields, and other municipal recreation amenities. This role includes supervision of Recreation staff, coordination of seasonal programming, facility scheduling, community engagement, and budget management. The Recreation Manager works closely with the Perth-Andover Recreation Commission Inc. This is a full-time position (due to the nature of the position the employee is expected to work 160 hours over a 4 week period), with evening and weekend work required based on facility operations and community events.

Responsibilities:

1. Leadership & Staff Supervision

- Recruit, train, schedule, and supervise recreation staff, including arena attendants, lifeguards, instructors, and casual event staff.
- Provide direction and support to staff and volunteers, ensuring safe and effective service delivery.
- Monitor staff performance, conduct evaluations, and ensure adherence to policies and procedures.
- Maintain accurate records of hours worked, certifications, and training.

2. Program Management

- Support the Coordinator in developing and implementing seasonal programming for all age groups, including fitness, aquatics, youth, and senior programs.
- Oversee all summer program staff, coordinate with minor sports, community groups, and schools to ensure equitable access and support for local recreation needs.
- Ensure students receive appropriate orientation, safety training, and mentorship throughout their employment.
- Be the primary to oversee the Active Living Fitness Centre to ensure quality user experience and implementation of new programs, etc.

3. Community Events & Engagement

- In conjunction with volunteer groups (if applicable) and employees, plan, promote, and execute special events such as Tuff Muck, Canada Day, Winter Freeze fest, holiday activities, etc.
- Develop partnerships with local organizations, schools, and volunteers to increase program participation and event success.

- Prepare promotional materials, such as seasonal program guides to communicate recreation opportunities to the public.
- Serve as a secretary on the Perth-Andover Recreation Commission Inc. and as a liaison for other community advisory groups.
- Oversee the volunteer management program.

4. Financial & Administrative Management

- Develop and manage the annual recreation operating and capital budgets in collaboration with the CAO.
- Monitor program and facility revenues and expenses, seeking efficiencies and identifying grant opportunities.
- Administer all user agreements (ice usage agreements, community use agreement, etc.)
- Ensure compliance with municipal policies, insurance requirements, and Provincial recreation guidelines.
- Represent the municipality on the Western Valley Recreation Association, and other boards where deemed necessary by employer.
- Other duties deemed necessary by employer.

5. Health, Safety & Regulatory Compliance

- Ensure all Recreation staff are trained in first aid, CPR, and relevant safety certifications.
- Maintain and enforce facility rules, emergency procedures, and safe work practices.
- Conduct regular risk assessments and ensure all recreational activities and events are conducted in a safe manner.
- Regularly inspect all facilities and equipment for health and safety issues.
- Encourage open discussions among staff about safety concerns and improvements.
- Ensure all employees with municipal phones have the NB OHS app installed for quick reference.
- Implement and maintain workplace safety protocols in compliance with regulations.

6. Seasonal Operations

- Coordinate the seasonal opening and closing of the pool, arena, and outdoor facilities in conjunction with the Facilities Manager.
- Consults with Facilities Manager about the maintenance of parks, ballfields, and trails.
- Complete grant applications and funding reports related to tourism, youth employment, and community events.
- Manage contracts and grants for student recreation positions.

7. Tourism

- Manage the Tourism Information Centre & Waterfront
- Work on tourism projects for the community.

Minimal Job Requirements:

- Diploma or degree in Recreation Management, Kinesiology, Physical Education, or a related field.
- Minimum 3 years' experience in recreation programming management, including supervisory experience.
- Experience working with small communities or municipalities is considered an asset.

Important Skills & Competencies:

- Flexibility to manage multiple tasks and adapt to changing priorities.
- Ability to build and maintain strong working relationships both internally and externally.
- Strong time management skills – ability to develop schedules and meet deadlines.
- High standards for quality of work and attention to detail.
- Excellent customer service orientation and a professional demeanor.
- Ability to motivate team members, ensuring high performance and efficiency.

Technical Skills & Knowledge

- Strong knowledge of community recreation programming, ice facility operations, and aquatics.
- Familiarity with facility scheduling software, Microsoft Office, and social media platforms.
- Strong customer service, leadership, and communication skills.
- Ability to work flexible hours including evenings and weekends.

Certifications (Required or Willing to Obtain)

- Standard First Aid & CPR-C
- WHMIS and Workplace Safety Training
- Class 5 Driver's License

COMPENSATION PACKAGE

- Salary Range: \$55,000 – \$65,000
- Comprehensive benefits package, including health insurance, pension plan, and life insurance.
- Complimentary family fitness centre membership.
- Option to work a compressed work week (e.g., 4 x 10-hour days).
- Ongoing professional development and training support.



JOB DESCRIPTION

WHO YOU ARE

- A motivated leader who is passionate about promoting healthy, active living.
- A creative planner who enjoys organizing engaging programs and events for people of all ages.
- A team player who builds strong relationships with colleagues, volunteers, and the public.
- A hands-on manager with the ability to juggle multiple responsibilities and respond quickly to community needs.
- Committed to creating inclusive, safe, and accessible recreation opportunities for all.

Please send your cover letter and resume to **kristen@vilsv.ca**

Deadline to apply: September 4th, 2026