

THE CORPORATION OF THE TOWN OF COCHRANE

Job Title:	Recreation Supervisor
Department:	Community Services Department
Hours of Work:	Available to work flexible hours including evening and weekends as may be required for instructing and evaluating programs. Therefore, office hours may vary between Sunday-Saturday (40 hours per week). This position necessitates an extended schedule of evening and weekend work and requires the incumbent to assume final responsibility for efficiency in the duties and obligations as set forth herein.
Contract	This is a salaried management position
Benefits	As provided through current management package
Immediate Supervisor:	Director of Community Services
Job Summary:	Supervises the Programs & Special Events within the Community Services Department, plans, develops, organizes, promotes, implements, coordinates, supervises and evaluates programs & leisure activities for the Municipality. The Supervisor shall ensure the sound administration, promotion, programming of community owned and operated recreation facilities while ensuring we are providing a safe, clean and appropriate environment for recreational activities following business principles under a not-for-profit scenario.
Probationary Period:	Six (6) Months

Essential Duties and Responsibilities

Program Operations

- Develops, plans, recommends, implements, and evaluates, and supervises all recreation programs offered by the Department, including but not limited to: aquatic, youth, adult, and senior programming.
- Provides research, expertise and input into the vision and direction for the Town's recreation programs, services and events.
- Identify and implement efforts to maximize the use of the recreation facilities for a wide range of clientele.
- Monitor and recommend improvements to the over customer experience; respond to issues and escalate issues to the Director of Community Services as required.

- Work with the Supervisor of Operations on a daily basis to collaborate on facility maintenance needed and scheduling of maintenance.

Administration

- Assists and provides advice to the Director of Community Services in the preparation of planning, policy and procedures for the department.
- Works closely with sports and recreational organizers to maximize use of the municipal facilities.
- Work closely with other Managers to share Human Resources, equipment and other areas in finding operational efficiencies
- Prepares proposals and assists in obtaining Federal, Provincial and/or private funding for projects designed to meet the needs of the community.
- Maintains records and control over all inventories/materials, invoicing, for all recreation and programming equipment.
- Responsible for the aquatic and programming administration, revenue management, bar operations, and special events coordination of the recreation facilities.
- Assists the Director in preparing the department yearly operational, capital budget, 5-year forecasts and strategic plans.
- Develops and monitors work plans based on departmental goals and objectives, as set by the Director, and establishes department standard operating policy and procedures.
- Prepares, recommends, implements and monitors the department's budget and takes corrective action where necessary.
- Develops and recommends user fee structures, subsidies and grants for community groups.
- Approves time sheets, vacation requests, and time off.
- Ensures compliance to applicable regulations and manages for risk and public safety.
- Performs other duties as assigned.

Public

- Prepares and distributes a bi-annual Community Guide (Web option).
- Attends, reports and provides liaison to department activities to Recreation and public meetings and acts as the secretary, as required.
- Responds and resolves all customer concerns, special requests, memberships, in compliance with established Council policies.
- Liaises with members of the public to promote Recreation Services.

Human Resource

- Prepares or reviews appropriate work schedules for full time, part time and seasonal staff for all programming and events within the recreation department to maximize the use of staff resources and facility availability under the direction of the Director of Community Services.
- Supervises staff, interviews, assists in hiring, carries out performance appraisals, and directs all Human Resource requirements for the Recreation Department as per Policy.
- Coaches, counsels and motivates staff to establish and maintain a team approach to quality service.
- Ensures appropriate training for all staff including certification, first aid, WHMIS and safety requirements.

REQUIREMENTS

- Post-secondary degree or diploma in Recreation, Physical Education or a closely related field required
- 3 years of work experience in public recreation, or an equivalent combination of education and work experience
- Current CPR and basic first aid qualifications
- Must hold qualifications in Life Saving National Life guarding Services,(NLS), Red Cross Instructors, Life Saving Society Instructors Bronze Family Life Saving examiners and Aquatic Management training.
- SMART Serve certification.
- Valid driver's license required
- Proven ability to develop, organize, promote, administer, supervise and evaluate recreational, sport and leisure programs
- Experience with budget preparation and administration
- Sound knowledge of the principles and practices involved in the administration of municipal recreational services
- Strong interpersonal, verbal and written communication skills
- Able to work with a wide variety of individuals with varying degrees of ability
- Able to work independently and respond to/make decisions in pressing/emergency situations
- Proven ability to develop and maintain strong community relations