

Job Description



RESORT VILLAGE OF CANDLE LAKE

JOB TITLE:	Manager of Recreation and Community Relations	JOB CATEGORY:	Manager
Department/Group:	Chief Administrative Office	Direct Reports:	Brent Lutz-CAO
Reports to:	Chief Administrative Officer – Brent Lutz	Travel required:	Locally
Secondary report:	None	Position type:	Managerial
Equipment provided:	None	Date posted:	January 26, 2025
Salary Range:	\$76,929 - \$90,504 Annual Salary	Posting expires:	February 26, 2025

APPLICATIONS ACCEPTED BY:

Email	cao@candlelake.ca	Special Requirements	None
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JOB DESCRIPTION

Role and Responsibilities:

The Manager of Recreation and Community Relations will oversee all recreational programming, community relations activities, and facility operations within the Resort Village of Candle Lake (RVCL). The role includes managing community events, athletic fields, parks, playgrounds, and the community hall. , Manager works closely with community organizations, committees and boards appointed by Council, and community volunteers to develop programs that meet the needs of the residents. This position provides an exciting opportunity to contribute to the development of recreational activities and community relations in a dynamic and growing community.

Preferred Qualifications and Education:

- Post secondary degree or diploma from a recognized institution in recreation, community development or related discipline or equivalent experience in a municipal setting.
- Experience in parks and recreation facility management, staff supervision, and grant writing is a strong asset.
- Proficiency in report writing, budget management, and time management.
- Valid driver's Saskatchewan Class 5 license and access to a personal vehicle.

Required Skills:

- Strong organizational, communication, and problem-solving skills.
- Ability to manage multiple tasks and projects simultaneously.
- Strong interpersonal skills for community engagement and team collaboration.
- Ability to work independently with minimal supervision.
- Professionalism, diplomacy, and good judgment.

Additional Notes

The position reports to the Chief Administrative Officer and is directly responsible for the supervision and safety of all maintenance related hall staff or contractors and seasonal recreation staff and contract program instructors which includes assigning, checking and evaluating work and resolving normal difficulties.

Primary Duties:

1. Attend meetings of Council, Committees and other meetings as required by Council or the CAO.
2. Manage and schedule community facilities, including the athletic fields, parks, playgrounds, community events and community hall as well as collaborating with community organizations, boards and committees to facilitate programs and/or special events that meet the needs and interests of the residents.
3. Directly responsible for ensuring preparation of contracts and scheduling all those facilities under the direct control and/or operation of the Department.
4. Prepare all work schedules for assigned employees, maintain discipline of staff and enforce all RVCL policies, rules and regulations.
5. Collaborate with the Manager of Public Works to ensure proper maintenance of facilities
6. Play the lead role in the hiring, supervision and evaluation of all seasonal recreational staff.
7. Track usage and attendance of all assigned recreation and parks facilities.
8. Develop, implement, and oversee a variety of recreational programs for the general public.
9. Prepare monthly statistical and activity reports for the CAO and Council.
10. Establish and maintain appropriate public relations in the community.
11. Act as a resource person to community members and provide links to resident-led groups, agencies, and broader community resources in order to develop and implement promotional and community development activities.
12. Work with community groups and organizations as required, to assist in identifying community needs and creating action plans.
13. Participate in the preparing the annual operating and capital estimates.
14. Perform other duties as required or assigned.

Other Duties:

1. Works directly with but not accountable to the Sport, Culture, and Recreation Board, Trails Advisory Board and other committees established by Council.
2. Regular contact with the general public, co-workers, Chief Administrative Officer and other departments are expected as well as occasional contact with members of Council.
3. The ability to express or exchange ideas by means of verbal and written communication as well as the ability to convey detailed or important instructions to other employees and the general public.
4. Ability to work with minimal supervision.
5. Ability to work a flexible schedule if required which may involve evenings and weekends.
6. Strong interpersonal skills, professionalism and diplomacy to build relationships with the community, with provincial and inter-municipal organizations and internal staff.
7. Strong judgement skills to analyze complex technical information from a variety of sources.
8. Approachable attitude with the ability to mediate and problem solve.
9. Excellent customer service skills with proficiency in interpersonal communication consulting with landowners, interest groups and citizens.
10. Must be able to manage multiple projects in a deadline-oriented environment.
11. A strong understanding of provincial and municipal government operations and their interconnection.

REVIEWED BY: Theresa Hicks

DATE: January 26, 2025

Approved by: Brent Lutz

Date: January 26, 2025