

**Recreation Supervisor
Senior Services, Georgetown
POSTING No. 202056**

Come join our team! We are looking for a candidate that shares our corporate values of Honesty, Excellence, Team, Fun, Creativity and Respect. These values are second nature for the successful candidate and are demonstrated in their work and interactions with colleagues and the community.

Reporting to the Director of Recreation Services this position is responsible for the overall design and delivery of older adult recreation programs, services and initiatives in continuous response to the changing needs of the community that will promote access and an equitable process for all older adults. The supervisor will initiate collaboration with a board of directors, volunteers and appropriate levels of government, organizations and community partners to maximize program resources and opportunities for participation through innovative service delivery continuum and cultivation of relations that build community capacity. The Supervisor provides complete oversight and leadership of centre operations to ensure facility operation meets industry standards and overall department service objectives.

Accountabilities:

Facility Operations

- Responsible for the overall co-ordination of the day-to-day operations and use of the facility to ensure optimum and effective use in a safe environment
- Develop and supervise the implementation of the annual work plan, including capital and operating budgets consistent with strategic priorities and actions of Older Adult centre, Town and department
- Responsible for all administrative functions associated with operations including scheduling of the facility, staff and volunteers for all programs and services to maximize facility optimization and revenue generation
- Responsible for regularly liaising with the Landlord for management of the lease agreement and the overall maintenance and functioning of the facility, including mechanical, electrical, technical repairs and enhancements in adherence to the lease agreement
- Responsible for facility security and is "on call" outside of regular working hours

Leadership of Staff

- Responsible for ensuring the effective recruitment, hiring, training, coaching, job assignment, supervision, recognition and disciplinary action for a large work unit (full- time, part- time staff, contract and volunteers direct liaison to Board of Directors.)
- Provide leadership to the development and implementation of policy, procedures, communications, performance measures, best practices and quality assurance for all older adult recreation services and initiatives.
- Design competency based training in compliance with all regulations, including Regional Health Department, CARF Accreditation, Town standards and Centre policies and procedures

Business Planning/Program Development/Facility Optimization

- Responsible for project management, long-range service planning and business plans related to older adult program and service delivery, community development initiatives and special projects.
- Author reports and presentations for approval to the department, to various committees and Council
- Overall accountability for the preparation, administration and management of operating budget and capital budget within the area of responsibility.
- Actively seek and manage other potential sources of external funding such as grants and sponsorships.
- Work with department and corporate communications as well as media to ensure communication and promotional requirements meet standards for quality and effectiveness including creating public awareness through a variety of promotional and marketing methods
- Development and implementation of policies, procedures, communications, performance measures, best practices and quality assurance for senior services in accordance with Accreditation standards, the Ministry of Health and Long Term Care (LHIN), OACAO and other authorizes/legislation having jurisdiction

Communications

- Provide leadership to the development and implementation of policy, procedures, communications, performance measures, best practices and quality assurance for programs, services and facility
- Develop processes to ensure a high level of communication amongst staff, participants and volunteers including the Board of Directors in the conducting of Centre business and operation

You possess:

- University degree or equivalent in Older Adult recreation or related field with minimum five years of progressively responsible experience in community development and or recreation/administration preferably in a municipal environment
- Recommended ORFA certification or evidence in recreation/administration and/or facility management at the supervisory level
- Membership in Parks and Recreation Ontario (PRO)
- Current First Aid and CPR
- Demonstrated progressive experience in recreation Older Adult programming and community development
- Proven leadership & supervisory skills for full time, part time, volunteers ,service partners and community groups
- Strong business acumen in the development of policies/procedures, proposals and agreements
- Superior communication skills
- Excellent customer service and public relations capabilities
- Valid Ontario Driver's License Class G and access to personal vehicle for Town business

Compensation:

The salary for this position (35 hours per week) is \$79,290 - \$94,392 per annum. This position will need to attend periodic evening and/or weekend meetings or events and be available during non-work hours to respond and deal with emergencies or operational matters as necessary.

Application:

Qualified candidates may submit a detailed cover letter and resume as a single document, sent in confidence to the Town by 4:30 p.m., October 29, 2020. Please quote Posting No. 202056 on your cover letter.

Email: humanresources@haltonhills.ca

We thank all those who apply, but advise that only those applicants selected for an interview will be contacted. The Town of Halton Hills is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If contacted for an interview, please advise the Human Resources staff of any measures you feel you need to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

Personal information is collected under the authority of the Municipal Act, 2001 (S.O. 2001, c.25) and will be used to select a candidate. Questions about this collection should be directed to the Director of Human Resources.

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