EMPLOYMENT OPPORTUNITY
Manager of Community Services

The Town of Beausejour is now accepting applications for Manager of Community Services. We are seeking a professional, outgoing individual to manage a dynamic Community Services Department. The Town of Beausejour is proud to possess some of the finest recreation facilities and amenities of like communities in the Province. The Manager of Community Services position will provide an exciting opportunity for a professional eager to expand their capabilities in managing the delivery of recreation/community services and facilities management including the Sun Gro Centre, Splash Aquatic Center, parks and the abundant green space and historical landmarks.

Qualifications:
- Proven facilities maintenance management experience including knowledge of preventative maintenance, planning and execution;
- Ability and experience working with the public;
- Proven leadership and management experience;
- Strong written, verbal, interpersonal skills;
- Strong marketing, organizational and management skills;
- Ability to work independently under minimal supervision;
- Experience working with volunteer Board of Directors;
- Ability to prepare and present reports to Council;
- Post-secondary education in Recreation Studies or related field or satisfactory combination of education and work experience.

Wages and Benefits:
- The right candidate can expect a salary that reflects their level of education and experience;
- The Town of Beausejour provides an excellent benefits package for all full-time employees.

Resumes will be accepted by the undersigned until a suitable candidate is found.

Vesuvia (Vee) Scromeda, CMMA
Chief Administrative Officer
Town of Beausejour
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The Town of Beausejour wishes to thank all candidates for their interest in this position, however, only those individuals considered for an interview will be contacted.
Purpose

Reporting to the Chief Administrative Officer, the Manager of Community Services is responsible for all recreation, leisure, sport, and cultural activities in the community in order to provide opportunities and encourage and promote a healthy lifestyle for residents. The Manager will also oversee the maintenance of all public spaces and assets including, but not limited to, the Sun Gro Centre, Splash Aquatic Centre and all parks, playgrounds and green spaces.

Scope

The Manager of Community Services will provide leadership to the Community Services Department and be responsible for direct supervision of all staff within the department. Collaborating with the Brokenhead River Recreation Commission (BRRC), the Manager will research and develop quality sport, recreation, cultural and leisure programs for implementation in the community. The Manager will ensure that a wide range of sport, recreation and cultural programs are provided. The incumbent will promote programs along with volunteer and leadership opportunities and provide training as required. The Manager will supervise and schedule the recreation facilities operated by the Town of Beausejour to maximize use and increase sustainability. The position will also ensure that the facilities are maintained in accordance with Council approved budgets and operated within all health and safety regulations.

Responsibilities

1. Recreation and Community Services Leadership and Planning

   Plan, develop and implement community cultural, sport recreation and healthy living initiatives and programs in order to ensure that activities and events are made available for residents.

   Main Activities:
   • Assess the recreation requirements of the community.
   • To prepare, in conjunction with the CAO, an annual budget planned operating and capital expenditures, and departmental operational plan.
   • Submit to the CAO a quarterly report describing the budget to actual results for all operating and capital expenditures during that quarter, as well as an estimate of the annual budget to actual results.
   • Communicate with the community to determine their needs and interests to provide suitable programming and publish available information and opportunities.
   • Research sport and recreation programs, trends, funding sources and project requirements.
Develop and maintain recreation, cultural, sport programs and organizations.
Develop and maintain cultural and arts programs within the community.
Keep up-to-date on grants available through municipal, provincial and federal governments and helps the Town access those grants. Prepare grant proposals, monitor and report on results. Act as Town point of contact with all other governments on recreation matters.
Ensure a variety of sport, recreation and cultural programs are planned and implemented to meet the needs of all ages.
Evaluate the effectiveness of programs and recommend improvements.
Schedule activities and volunteers as required.
Supervise and lead activities and initiatives as required and directed by Council.
Engage with stakeholders and Council on development of active transportation systems within the Town including development of the Active Transportation Master Plan.
Provide resources to the Active Transportation Committee.
Work in close cooperation with the BRRC board and the BRRC programmer to ensure coordination of activities and events and be available to attend BRRC meetings if required.
Responsible for programming activities and events not administered by BRRC.
Provide assistance to all community cultural and arts organizations including coordination of grant requests to Council.
Maintain awareness of regional events and activities to ensure coordination of activities.
Assist with and facilitate local involvement in regional programs and competitions.
Provide leadership and training opportunities for volunteer management of various community groups.

2. Recreation Facility Management and Community Services Oversight

Supervise, schedule and ensure that the recreation facilities owned by the Town of Beausejour are used efficiently and effectively and ensure they meet the recreation, sport, cultural and leisure needs of the community. Provide Management for the Community Services Department.

Main Activities:
- Develop a long-range capital infrastructure plan in conjunction with the CAO and Council.
- Creation and implementation of a preventative maintenance plan for all community recreation facilities.
- Management oversight of day to day operations of Community Services Department including maintenance of Parks, Facilities, Active Transportation Assets and Greenspaces.
- Administrative leadership of all Community Services staff.
- Accountability for results of all Town controlled recreation, cultural, arts and healthy living initiatives as directed by Council.
- Schedule facilities as required.
- Supervise all staff hired by the Town including full time and seasonal staff.
• Provide annual performance evaluations for all department staff and if necessary, in consultation with the CAO.
• Recruit and develop employees as required.
• Ensure personnel throughout the department follow safety procedures and standards.
• Follow all legislated regulations regarding employment standards.
• Authorize all employee time off requests and approve bi-weekly pay information for the accounting department.
• Ensure programs and facilities are coordinated.
• Act as the central coordinator to book and schedule all sport, recreation, and leisure community events.
• Ensure all facilities are maintained safely and in accordance with Town policies. Implement a planned maintenance schedule in order to prevent unnecessary repairs and maintenance expenses.
• Prepare and manage the annual department operating plan and budget.
• Develop and manage all facility contracts associated with the Sun Gro Centre and all Town owned facilities.
• Negotiate contracts on behalf of the Town and bring them forward to the CAO and/or Council for approval.
• Develop and maintain a consistent policy and procedure manual for facility operations.
• Monitor the use and safety of recreation equipment and facilities.
• Be familiar with legislation, policies, procedures and rules about sport, recreation and cultural facilities and activities, events and competitions.
• Report to Council annually all information related to community programs, participation, costs, equipment and facility use.
• Promote leisure activities within the Town through local media, municipal website updates and other contacts.
• Co-operate with school authorities on use of school facilities. The Manager of Community Services acts as an advisor with facility management and maintenance based on the needs of the local community.
• Maintain the municipal website’s recreation sections regularly and manages recreation related bulk email to site registrants, social media posts on municipal social media, and occasional recreation-related newsletters in utility or tax inserts.

3. Perform other duties as assigned.

Knowledge, Skills and Attributes

Knowledge:
• Recreation, sport and leisure program and event development, promotion, administration and evaluation;
• The operation and maintenance of recreation facilities and related equipment
• Coordination and planning;
• Knowledge of methods for identifying program demand and trends;
• Cultural activities and opportunities;
• An understanding of relevant legislation, policies, procedures and rules;
• An understanding of municipal government practices and challenges;
• Knowledge of emergency procedures, first aid and CPR.
Skills:
- Team leadership, management and supervisory skills;
- Ability to handle multiple priorities and work independently;
- Financial management skills;
- Problem solving, decision making and planning skills;
- Good written and verbal communication skills, including the ability to prepare reports;
- Ability to coordinate and participate and partner with other community Organizations to design and implement programs;
- Research and program development skills.

Personal Attributes:
- Maintain standards of conduct;
- Be respectful;
- Possess cultural awareness and sensitivity;
- Be flexible;
- Demonstrate a dedication to the position and to the community;
- Demonstrate sound work ethics and be a self-starter;
- Be consistent and fair;
- Be bondable;
- Possess a current acceptable criminal records check.

Education
The Manager of Community Services will have attained the required knowledge, skills and attitudes through completion of a post-secondary Degree or Diploma in Recreation or a related field. A minimum of 3 years of related experience is required, preferably with increasing responsibility. Equivalencies will be considered.

Accountability/Responsibility
Under the general direction of the Chief Administrative Officer, the Manager is responsible for the efficient and effective operation of the Department including the provision of recreation and leisure services and facility management. This position is responsible for implementing a management strategy for community leisure programs within Town facilities. The incumbent must be a self-starter and initiate strategic planning principles with community groups and independent recreation-based community organizations. The work requires the employee to exercise judgment, initiative and creativity. The nature of the work requires a significant degree of independence while dealing with multiple requests in various communities within the Municipality.