

# Town of Kyle Recreation Director Job Description

## Function

Reporting to the Chairman of the Kyle and District Recreation Board, the Recreation Director is responsible for ensuring that the community is provided with the best possible opportunities associated with recreation and culture. This includes responsibility for operation, maintenance, and programming of existing facilities and parks and planning of new facilities and parks; collaboration with local special interest groups regarding programming; coordination and collaboration with Parks & Recreation peers in the region; customer service and issue management; reporting to Kyle & District Recreation Board; budget preparation and budget control; recruiting, developing, and performance managing staff; and ongoing professional development.

## Duties – Facility and Asset Management

1. Maintain and operate the Town of Kyle park and recreation facilities. This includes facilities which are owned by the Town of Kyle and operated by the Kyle and District Recreation Board (i.e. Sports Centre, Fitness Centre, and Sports Grounds) and facilities that are Town-owned and operated either by a contracted manager or community group (i.e. Kyle Elks Hall).
2. Plan and deliver all end-of-season facility closures and beginning of season operational checks.
3. Ensure all Town of Kyle facilities are utilized effectively and efficiently. Review operating costs and seek optimization opportunities (i.e. energy efficiency, schedule optimization, attracting new customers, advertising or sponsorship)
4. Coordinate facility condition assessments and make recommendations as to the short/long term maintenance requirements, renovation, expansion, addition, re-purposing, or demolition of such facilities.
5. Ensure that Town of Kyle owned properties (such as Rodeo Grounds, Wally Park) are properly maintained with regards to grass, tree, and weed maintenance.
6. Schedule and coordinate required health, safety, and environmental inspections; manage records; and ensure follow-up actions are completed in a timely manner.
7. Manage site security and access to facilities (keys, key cards).
8. Maintain a current inventory of building and contents.

## Duties – Programming / Liaison

9. Collect information regarding programming needs (consider local and regional demographics, engage with user groups, research best practice examples in the region and province)
10. Plan, organize and promote both ongoing and new programs within budget parameters.
11. Review and recommend fees for use of the Town of Kyle operated facilities, engage impacted user groups, propose fee structure to Kyle and District Recreation Board, and implement changes.
12. Ensure that rental agreements are executed, submit information for billing purposes in a timely manner, and assist with collection of accounts in arrears
13. Build relationships with community organizations. Assist community groups and organizations with the development and/or implementation of their programs including promotion. Coordinate and support funding applications.
14. On behalf of the Kyle and District Recreation Board act as a liaison and resource person to community groups and organizations who deliver fundraising for Town-owned facilities.
15. Evaluate existing programs, recommend changes, and report to Kyle and District Recreation Board.
16. Review and recommend policies to the community committees regarding programming, facility use, property and equipment purchases, storage, and safety.

### **Duties – Personnel**

17. Supervise and assign duties to the Department staff. Provide guidance and support to contract facility workers (Ice Technician, Skating Ice Crew, Rink/Kyle Elks Hall/Fitness Centre Caretaker, Recreation Board Bookkeeper).
18. Advise Kyle and District Recreation Board of staff requirements through the operating budget and ensure that the positions are adequately advertised. Review all applicants and make recommendations regarding hiring selections to the Chairman of the Kyle and District Recreation Board.
19. Provide staff orientation and work together with staff to develop training plans. Recommend staff training courses as required by Sask. Health and Sask. Labor.
20. Ensure that programs directly sponsored by the Town of Kyle have sufficient supervisory/support staff in order to provide a safe environment
21. Conduct safety inspections; coordinate safety meetings. Report safety performance to Chairman of the Kyle and District Recreation Board.

### **Duties – General**

22. Identify funding opportunities and apply for grants; collect information and submit reports as required.
23. Maintain regular office hours for public convenience. Regular Work Day: a.m. – p.m.
24. Be familiar with Town of Kyle policies and Town bylaws; educate team on same as needed.
25. Call at least one meeting per month to report to Kyle and District Recreation Board and/ or Sports Centre Committees.
26. Assist in the preparation of operating and capital budgets.
27. Manage Recreation and Sports Centre budget. Review accounts before submitting invoices for payment by bookkeeper.
28. Collaborate with other departments as required.
29. Investigate or cause investigation to be made into all complaints received regarding the Department.
30. Whenever and wherever possible, promote the Town of Kyle and act as an ambassador to the community.

### **Qualifications**

- a) Graduate of a University or College course in Recreation, Kinesiology, Physical Education, Education, Facility Management, or Commerce is an asset but not a requirement.
- b) A minimum of five years of related experience in recreation and/or facility management with progressively more supervisory experience.
- c) Effective oral and written communication skills.
- d) Proven track record in building relationships with a wide variety of service and civic organizations and the general public.
- e) Computer experience with Microsoft Word and Excel is a requirement.
- f) Must hold a valid class 5 Saskatchewan Driver's License.