



EMPLOYMENT  
OPPORTUNITY

## Municipality of the District of St. Mary's

**Position title:** Director of Community Development and Recreation  
(Maternity Leave Position, August 4<sup>th</sup>, 2020- June 4<sup>th</sup>, 2021)

**Salary Range:** \$36,125 - \$45,156

### **Position Summary:**

Working under the direction of the Chief Administrative Officer, the Director of Community Development and Recreation will plan and manage recreational and community development programming, oversee recreation staff, develop and evaluate relevant policies and work towards achieving goals in the Shared Strategy for Advancing Recreation in Nova Scotia. The Community Development and Recreation Director will work alongside residents and community organizations to take collective action towards generating a better St. Mary's for the future.

This position shall represent a positive image for St. Mary's by maintaining liaison with public, community groups, businesses and other Provincial and Federal Government Agencies/Departments, local School, and outside Recreation Associations to enhance the overall community development and recreation opportunities for the citizens of the Municipality.

### **Duties: (in no particular order)**

- Coordinate and organize recreational and community development based programs throughout St. Mary's
- Create opportunities for residents to explore nature
- Create opportunities for our aging population to be active and valued within St. Mary's
- Assist with the implementation of the Active Sherbrooke plan (Active Transportation)
- Assist with the implementation of the Sherbrooke Streetscapes Plan
- Build recreation capacity in St. Mary's by identifying community members and volunteers who demonstrate skills that could help advance recreation in St. Mary's
- Collaborate with neighboring municipalities in the Highland Region
- Ensure that programs are regularly evaluated and monitored
- Participate on outside boards/organizations as appropriate (ie. Jumpstart/KidSport)
- Provide updates on recreation and community development for council on a monthly basis
- Seek funding for recreational and community development opportunities as needed
- Promote all programs within the Recreation department using different forms of communication (Municipal Website, social media, etc.)
- Promote and manage Fitness Centre
- Develop and manage programming at the St. Mary's Recplex
- Promote and manage Stonewall Park
- Prepare annual budget estimates and special financial requests for submission to council in conjunction with Finance Officer
- Supervise and provide avenues for training for all staff employed by the Community Development & Recreation department
- Participate in the recruitment, interviewing, training, supervision and evaluation as directed by the Chief Administrative Officer
- Create and deliver special events in St. Mary's (ie. Canada Day, 55+ Games)

**Education/Work Experience:**

- Degree or Diploma in: Recreation, Community Development, Human Kinetics or related field.
- Certification in recreation training
- Past experience in municipal recreation or related work
  
- Skills and special knowledge:
- Required to have experience in coordinating initiatives, project management, planning, evaluation, research and working with community groups.
- Requires excellent public relations and communication skills, both oral and written. As well as proven training/experience in recreation and organizing and implementing recreation programs and activities.
- Must possess strong supervisory, leadership, planning, organizational and administrative skills and ability to multi-task.
- Computer Skills Essential
- Must be able to work independently and as part of team
- Knowledge of operations of a municipal unit

Resumes including cover letter and references will be accepted until Friday July 10<sup>th</sup>, 2020 at 1:00pm and can be emailed to [marvin.macdonald@saint-marys.ca](mailto:marvin.macdonald@saint-marys.ca), mailed or dropped off at the municipal office Mon-Fri -8:30am-4pm.

For the full job description please visit [www.saint-marys.ca/employment-opportunities.html](http://www.saint-marys.ca/employment-opportunities.html)