

Employment Opportunity:



Position Title:	Director of Community Development and Recreation
Reports to:	Chief Administrative Officer
Classification:	18 Month Year Term: May 2026 to October 2027/ Full-Time (35hrs/week) This is a term maternity leave backfill position.
Salary:	\$58,163 - \$72,704 per annum, Dependent upon experience and qualifications

Position Summary:

The municipality is seeking an energetic, results-driven individual with strong organizational skills and a passion for public service, to join our team on an 18-month Term as the Director of Recreation and Community Development.

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 and lead all staff within the department.

This position will apply and support the actions and goals of St. Mary's plans as outlined in the Recreation Master Plan, Active Living Strategy, Inclusion, Diversity, Equity, Anti-Hate & Accessibility Plan and the Active St. Mary's Plan.

This position shall represent a positive image for St. Mary's by maintaining liaison with the public, community groups, businesses, neighbouring municipalities, other Provincial and Federal government agencies, departments, local schools, and outside Recreation Associations to enhance the overall community development and recreation opportunities for the municipality's residents.

Duties of the Position:

Recreation, Public Events, Community Development:

- Creation and delivery of public recreational programming and events to support public health, education, entertainment, and social inclusion activities for all ages.
- Ensure programming is offered throughout the municipality.
- Ensure inclusive, accessible, and positive opportunities for participation for all persons.
- Maximize the use of municipal facilities and parks, including the St. Mary's RecPlex. Promote and oversee the Municipal activities at the St. Mary's Fitness Centre.
- Create innovative, new, and vibrant public recreation programming while sustaining and supporting existing events and seasonal programs with proven popularity and public interest.
- Leverage the extraordinary local environment, including parks, trails, and access to nature, to provide greater value and variety in programming.



- Review existing policies & procedures and create new ones where necessary to ensure a safe and supportive environment for all participants in all facilities.
- Manager of the Municipality's Before and After Program, responsible for program safety, managing program finances, ensuring provincial program standards are followed, completing provincial reports, and managing the registration process.
- Delivery of services under the Nova Scotia Active Communities Program Guidelines and the related Municipal Physical Activity Living provincial cost-sharing program.
- Ensuring overall event safety standards for the safety of all program participants, including youth and minors.
- Partner with local public, business and not-for-profit groups to deliver community recreation.
- Provide organizational support and grant writing assistance as requested from non-profits and organizations within St. Mary's.

Communication:

- Provide complete and frequent public information on recreational programs to promote activities and maximize public access to programming by quickly finding information on offerings. Actively use the following communication media for consistent and complete information releases: the municipal webpage, the municipal monthly newsletter, the municipal Facebook page, and other media as applicable.
- Provide Community Development and Recreation Department updates for the support of municipal council.

Personnel and Team Development:

- Lead for the recruitment, interviewing, development, supervision and evaluation of all department staff, including the Active Living Coordinator, the Municipal recreation staff, Before and After Program staff, and short-term project support staff.
- 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.
- Participate in the St. Mary's Joint Occupational Health and Safety Committee and actively support employee safety.

Qualifications:

The following are desired qualifications:

- Post-secondary education in Recreation Management, Community Development, Public Administration, Kinesiology, Leisure Studies, or a related field; or an equivalent combination of education and progressively responsible experience.
- Minimum three (3) years of experience in recreation, community development, or municipal services, including supervisory or management experience.
- Valid Nova Scotia driver's license.

The following would be an asset:

- Demonstrated experience in strategic program planning, implementation, and evaluation.
- Experience managing departmental budgets, grant applications, and provincial/federal funding programs.
- Experience working with municipal councils, community boards, non-profit organizations, and volunteer-based groups.
- Knowledge of Nova Scotia recreation standards, accessibility principles, inclusion practices, and child/youth program safety requirements.

Note: Clean Criminal Record Check & Child Abuse Registry Check are required.

Skills and Competencies:

- Leadership, team development and volunteer engagement skills.
- Strategic thinking ability to align operations with priorities and plans.
- Excellent written and verbal communication skills, including report writing for decision-making and public communications.
- Demonstrated ability to build collaborative partnerships such as with community organizations, schools, businesses, and government agencies.
- Financial management skills including budgeting and monitoring expenditures.
- Strong project management skills with the ability to manage multiple initiatives and seasonal programming cycles.
- Ability to assess community needs and develop innovative, inclusive recreation programming in response.

- Knowledge of occupational health and safety practices, risk management, and program liability considerations.
- High level of professionalism, discretion, and sound judgment.
- Strong organizational skills and ability to work independently in a small municipal environment.



Working Conditions:

- Primary work location is the municipal office at 8296 Highway 7, Sherbrooke, with regular attendance required at municipal facilities including the St. Mary's RecPlex, parks, trails, and other program locations.
- Standard work schedule is 35 hours per week; however, flexibility is required. Evening and weekend attendance is frequently necessary to support Council meetings, community events, public programming, and seasonal activities.
- The position requires regular interaction with the public, community volunteers, youth, seniors, elected officials, and external stakeholders.
- The role includes both office-based administrative work and on-site program supervision, which may involve light physical activity such as event setup, equipment movement, and facility inspections.
- Work may involve responding to time-sensitive grant deadlines, public inquiries, and emerging community needs.
- The Director must be prepared to work outdoors at events and programming in varying weather conditions.
- Occasional travel within the municipality and to regional/provincial meetings may be required.
- The position operates in a small-team municipal environment requiring adaptability, initiative, and the ability to manage competing priorities.

Key Benefits of the Role:

- Supportive environment committed to your learning and development
- Impactful work, make a difference in your community
- Positive, inclusive team culture
- Ability to participate in benefits program after six months
- 15 vacation days per year plus 13 paid holidays and available sick time
- Annual performance-based salary increases
- 35 hours per week regular employment plus limited evening work, compensated through time in lieu

Applications:

Applications by resume and cover letter along with references will be accepted until **4pm on Friday, March 6th, 2026 or until the position is filled.** Only those applicants selected for interviews will be contacted. The Municipality of the District of St. Mary's is an equal opportunity employer and are committed to a work environment that supports, inspires and respects all individuals.

Applications accepted by:

Email to: employment@saint-marys.ca