



Kentville Parks and Recreation Department

Manager of Recreation Services

The Town of Kentville is a thriving community located in the heart of the Annapolis Valley, Nova Scotia. Well known for having an abundance of recreation offerings, residence and visitors have access to multiple different trail systems, nature reserves, an internationally ranked mountain bike park, multiple top-end sport fields and facilities, community events and celebrations, and award-winning programming. Kentville offers big city opportunities in a small-town atmosphere. To learn more about Kentville please visit www.kentville.ca

Our commitment to equity, diversity, and inclusion

The Town of Kentville recently adopted our first Accessibility Action Plan, a testament to our commitment to developing and supporting a more diverse, inclusive, and equitable environment for all staff and community members. We encourage applicants from equity deserving populations to self-identify in their application. We continue to focus on equity, diversity, and inclusion (EDI) as part of this framework and are committed to continuing our education and awareness as an organization. We do this by following our Respectful Workplace Policy, hosting regular education sessions for staff, and through the creation of an internal committee focused on moving forward with all recommendations outlined in the town's Accessibility Action Plan. If you have questions on how we can ensure a safe place of employment, or how the hiring process can accommodate your needs, we invite you to reach out and contact us.

Your opportunity

We are looking for an experienced leader that has experience with long term planning for recreational services to join our team. Reporting to the Director of Parks and Recreation, the opportunity will oversee program planning, special events (sport and community events), community outreach, and aquatics services. You will also be responsible for supporting capital project planning and management and providing input to the Director of Parks and Recreation. Furthermore, you will be responsible for leading a dynamic programming team and summer staff as well as working alongside community partners to ensure the highest standard of service is maintained throughout our services.

Why work with us?

Being a part of the Kentville parks and recreation team means you will be working in a dedicated, positive, and supportive environment. Our department is known for its high standard of service, its dedication to innovation, and its commitment to serving all members of our community. We do this because we value our people and we're passionate about what we do. Our department has an environment that offers support and encouragement so you can achieve your professional goals. Trust, accountability, and fun are the foundations of our workplace culture.

Wellness Fund: We provide a \$150 annual wellness benefit to all employees. Your wellbeing matters to us.

Benefits: Your employee benefits include access to a health and dental plan, vision care, disability insurance, employee assistance program and life insurance. Also, we offer a matched pension plan of 9.0%, access to a professional development budget, a smart phone and use of a town vehicle.



Vacation: We provide an excellent vacation package and expect you to use it!!

Fun: This can't be stressed enough; the Parks and Recreation Department is built on equal parts hard work and fun. We make connecting and playing together a priority. And we celebrate birthdays because you need to be reminded of how important you are to us!

Location: You will be working in the Town of Kentville, and lucky for you this is a great place to live, work and play (thanks in large part to the work that you will be doing!).

Job Duties

Events and Event Hosting

- Taking the lead on the development of sporting events that take place in Kentville's trails, parks, and other recreational spaces.
 - **July 2024:** 2024 Canadian XCO/XCC National Championship
- Collaborating with the recreation department staff, economic development department and community in developing and implementing a resident event strategy
- Works with departmental staff to evaluate the effectiveness of recreational programs and identifies areas where new programs are needed and maximizes utilization of staff, resources, and equipment.
- Prepare event hosting documents as necessary.
- Actively seek or develop event hosting opportunities for the department.
- Being present and leading community events

Community Outreach

- In collaboration with the Neighborhood Outreach and Program Coordinator, the Manager will support in the design, implementation and analysis of the building neighborhoods initiative
- Support in the development and implementation of the Anti-Racism strategy
- Oversee outreach programming in Kentville using a decentralized approach to delivery while using a community development framework.
- Support special projects and respond to issues related to community wellbeing.

Programming

- In collaboration with the recreation department programming staff, the Manager will assess the recreational opportunities for the community, conduct research, and engage with community members to determine the needs of the community.
- Develop and administer active recreation programs, special events, aquatic programming and other initiatives designed to increase opportunities for residents to be more physically active and connected to their community.
- Develop and manage both structured and unstructured programming.
- Manage the renewal and implementation of Kentville Plays: Recreation for All Strategy (formerly Kentville's Active Living Strategy); ensuring that the strategy reflects community needs
- Build partnerships and work collaboratively with other agencies, community organizations and departments.
- In collaboration with the Active Living Coordinator, increase outdoor education opportunities in Kentville through partnerships that lead to long-term program and infrastructure development.



- Educate and advocate for inclusive recreation spaces, opportunities, and services.

Administration

- Collaborate with the department for the application of grants for the fiscal year
- Ensure federal, provincial, or external grant opportunities are sought as necessary.
- Development and implementation of policies, rules, and regulations in relation to the management of recreation services to increase efficiency and effectiveness.
- Provides input into the development of short and long-term strategy and budget planning.
- Prepare, review, and present various reports as necessary to council, community gatherings or media interviews.
- Attend and participate in professional group meetings, conferences, and workshops.
- Assist in the preparation of annual capital and operational budgets for the Parks and Recreation Department and further coordinate and monitor the expenditure/receipt of funds.
- Stay abreast of new trends and innovations as it relates to programming, events, and aquatics with particular focus on opportunities that support diversity and inclusion.
- Provide effective leadership and service delivery by responding to community complaints or inquiries in a timely manner.
- Perform other job-related duties as assigned.

Supervisory Responsibilities

- With support from the Parks and Recreation department, as well as other department staff, you will plan, organize, oversee, coordinate, and review the work of all staff and volunteers related to aquatics, programming, community outreach and events.
- You will be responsible for all hiring, training, disciplining, directing, and dismissing of summer staff for programming, events, community outreach, and aquatics.
- Work with not-for-profit organizations to provide work placements for students and support in a mentorship capacity.
- Support staff that lead the Kentville Plays' initiative. This includes coordination of the equipment loan program, the Kentville community playboxes, and the National Day of Play in partnership with Acadia University's Department of Community Development.

Our requirements:

- At least 5 years of managerial level experience.
- Post-secondary education in Community Development, Recreation Management, Kinesiology, or other relevant disciplines.
- We are looking for a collaborative leader who loves their work and supports a great team.

Job Type: This is a full-time, non-unionized, exempt, position that reports to the Director of Parks and Recreation. The position will be housed in Town Hall.

Schedule: Monday to Friday with some evening and weekend work as required.



To Apply: Please send your cover letter and resume as one document to jobs@kentville.ca or drop off your application to:

Kentville Parks and Recreation Department
354 Main Street, Kentville, NS, B4N 1K6

Deadline: January 22, 2024, 12:00pm AST.