

DIRECTOR, PARKS AND RECREATION

FULL TIME, PERMANENT

The Town of Kentville is a rapidly growing community, one with diversifying needs and complex problems that are looking for innovative solutions. The Department of Parks and Recreation believes strongly in intentionality when it comes to what programs we offer to the community. This means we work hard to support the creation of resilient, safe, kind, and caring communities.

About the job:

Reporting to the Chief Administration Officer the Director of Parks and Recreation provides leadership, direction, and general administrative oversight to the Parks and Recreation Department and employees responsible for the development, maintenance and operation of the Town's park and trails system facilities, and the provision of leisure activities and services to citizens of all ages and backgrounds. Work involves significant community engagement and public involvement with elected officials, other policy makers, and citizens. Serving as a member of the Town's senior management team the Parks and Recreation Director collaborates with the Executive and other Town departments on strategy and policy to ensure that the Town's mission and core values are incorporated into operational activities and services.

This job is for you if:

- You are a design thinker and practitioner, skilled at developing and delivering creative and participatory design processes in support of inclusive community building.
- You have experience facilitating activities for safe and inclusive spaces that invite dialogue, curiosity, and a sense of responsibility.
- You are a great problem solver, and you are resourceful, self-directed and highly organized.
- You are passionate about building more inclusive and socially connected communities that prioritize principles of equity as well as learning and practices around decolonization.
- You are comfortable working together with community members to deepen local partnerships, connecting spaces and resources across neighborhoods in the Town of Kentville, and support the co-design of community led programs and initiatives.
- You understand the role of recreation and its pathways as it relates to community wellbeing.
- You have experience working with a team and in close collaboration with community members to identify underlying issues contributing to community safety and wellbeing and working to build collective capacity to address these issues.
- You are a critical thinker and are committed to innovative solutions.

Duties and Responsibilities: Sustainable, resilient, succession planning, equity,

- **General Management:** Plans, organizes, directs, and evaluates the work of the Parks and Recreation Department using a lens of equity, accessibility, and environmental stewardship. Oversees the management of the day-to-day administration of the Department, including budget, capital projects, succession planning, on-going maintenance, recreation, stewardship and development of assets, personnel and labor relations, and customer service activities. Work with colleagues to oversee recreation program delivery. Partner with community to ensure a collaborative approach.
- **Strategic Planning:** Works with advisory boards, elected officials, and other agencies to develop master plans and long-range plans for the acquisition, development and maintenance of Town parks, trails and recreational facilities, and for the betterment of community wellbeing. Facilitates and promotes ongoing research into new approaches and trends.
- **Policy Development:** Develops, recommends, and oversees the administration of Parks and Recreation Department policies and guidelines using a lens of equity, accessibility, and environmental stewardship. Maintains currency of policies and practices within the organizational needs of the Town as well as with applicable federal and provincial laws.
- **Personnel Management:** Develops and maintains a workforce committed to, and with highly developed competencies in, customer service, results orientation, and teamwork. Directly or through managers, appoints, supervises, provides for training and performance evaluation and development, and ensures accountability of Department employees. Establishes and maintains a working environment conducive to positive morale, quality services, and innovation. Provides for the training in, promotion of, and accountability for safe work practices and working conditions for employees. Ensures compliance with labor agreements and with Town-wide and Department policies and Provincial and Federal laws and regulations.
- **Program Development and Project Management:** Oversees all Parks and Recreation programs and projects for the Town. Using a de-centralized approach with a goal of community development, the Parks and Recreation Director coordinates programs and activities of the Department, local and regional agencies, and citizen groups to ensure that programs and activities are in place to meet the needs of all segments of the community. Participates directly in the planning and development of significant projects such as those involving multiple jurisdictions and long-term implementation and ensures these are consistent with the Town's goals and objectives. Facilitates and promotes ongoing research into new approaches, technologies, and trends, and recommends implementation of

programs and equipment to help the Department achieve its objectives more efficiently.

- **Fiscal and Business Management:** Ensures the financial well-being of the Department by establishing cost control measures and monitoring all fiscal operations of the Department. Prepares annual budget and justifies budget requests and amendments. Projects and procures revenues and funding for the work of the Department including management of grants and accessing federal and Provincial funding sources. Ensures the efficient and economical use of departmental funds, human power, materials, facilities and time. Ensures effective execution of enterprise fund cost center within the department. Seeks additional funding sources, including grants and sponsorships.
- **Citizen Involvement and Communications:** Directs planning and presentation of public involvement programs for neighborhoods, businesses, and other community groups. Provides staff support and all advisory committees, coordinating work plans and staff assignments to facilitate efficient and meaningful public involvement and policy direction. Provides Town-wide citizen communication programs to disseminate information on Parks and Recreation projects and processes and conservation of assets.
- **Senior Management Team:** Provides information and advice to the Mayor and Town Council on strategic planning and accomplishment of Town goals and objectives. Participates in organization-wide strategic planning. Coordinates the Department's activities with those of other Town departments and offices to ensure a consistent approach towards common projects and interests and the cost-effective and community centered delivery of services.
- **Environmental Stewardship:** Responsible for the protection of the Town's Park lands and facilities. Promotes and develops effective facilities and systems to maximize the public's enjoyment and use of park lands in harmony with environmental protection and stewardship. Works under applicable federal and Provincial regulations and protection measures for protection of natural resources such as streams and forestland. Works to address invasive species and develops and implements long-term park planning including tree replacement.
- **Community Development and Outreach:** Oversee outreach programming in Kentville using a decentralized approach to delivery while using a community development framework. Work with neighborhoods to reimagine spaces and places and ways to build resilient communities through community engagement. Work with community partners and stakeholders to find solutions to ongoing community concerns. Facilitate community engagement, utilizing a range of outreach and facilitation tools. Support special projects and respond to issues related to community wellbeing. Support the work of addressing homelessness using a dignified lens. Develop and support partnerships with community leaders, public/private agencies/non-profit organizations, and other levels of government.

- Produce a range of deliverables including reports, presentations, and briefing notes, set priorities, create a productive work environment, demonstrate, and focus on results, produce tangible and effective work outcomes.

About you:

Qualifications:

Education & Experience

- Post-secondary education in Recreation Management or other relevant disciplines.
- Candidates who do not possess the formal education requirement but who possess equivalent experience as demonstrated by professional, volunteer, or community-based leadership experience will be considered.
- Minimum five (5) years' experience working in the field of management, community organizing, mobilization, equity, inclusion and/or diversity as demonstrated by professional, volunteer, or community-based leadership experience.
- Solid knowledge and understanding of principles of anti-racism and decolonization.
- Experience conducting qualitative and quantitative research to support effective reporting, recommendations, policy development, or action planning is considered an asset.

Technical/Job Specific Knowledge and Abilities

- Strong organizational, written, and verbal communications skills.
- Able to read and apply research outcomes.
- Knowledge of culturally appropriate ways of developing constructive working relationships with people from diverse cultural backgrounds, including those associated with race, ethnicity, national origin, religion, socioeconomic status, age, gender, disability, sexual orientation, and/or other aspects of human diversity.
- Ability to work within a fast-paced environment with all levels of management and staff.
- Demonstrated ability to work independently and with a team to deliver results.
- Experience with program design, implementation, and evaluation.
- Management of a diverse work force and a commitment

We thank you for your application and please note that only candidates selected to move forward through the interview process will be contacted. Please send your cover letter and resume to jobs@kentville.ca or mail to Town of Kentville CAO, 354 Main Street Kentville, Nova Scotia B4N 1K6. **This competition will close on December 8th, 2023.**