



**Gagetown and District Recreation Council Inc**  
invites applications for the position of **Recreation Director**

**Employer:** Village of Gagetown

**Reports to:** Gagetown and District Recreation Council Inc. Board of Directors

**Position Classification:** Full-Time Salary Position

**Work Hours:** 40 Hours per Week, includes some evenings & weekends

**Position Location:** Gagetown, New Brunswick

**Benefits:** Competitive/comprehensive benefit package

The Gagetown and District Recreation Council Inc. is a not-for-profit organization founded in 1976. We strive to provide affordable and accessible recreational services, opportunities, programs and support to our community and surrounding areas.

The Recreation Director is a position best suited for a proactive professional who will thrive in maintaining active and healthy living within a multi-generational community. Our ideal candidate will bring exceptional communication and organizational skills, a customer service focus, and a positive and practical approach to delivering recreational activities and special events.

The Recreation Director is an energetic individual who leads and participates in events and programs supporting the development of sports, recreation and leisure while ensuring alignment with the Board of Director's strategic direction and financial objectives.

*Key Accountabilities include:*

**Programs and Special Events Planning**

- Assess recreation requirements of the community and plans to meet those needs.
- Communicate and collaborate with volunteer community members, local businesses and the Gagetown School in delivering programs and special events.
- Create and manage schedules for activities and facilities.
- Maintain constant community engagement with key stakeholders.
- Performs regular evaluations of recreational programs and events for continuous improvement.
- Execute recreational programs and events that are inclusive, safe and successful.
- Resource back-up for Eagle's Nest afterschool childcare program on Professional Learning days and will also cover occasional leaves for staff.

**Facility Operation**

- Maintains inventory of operating supplies and equipment.
- Ensures the Recreation Center and grounds are safe and clean for all community members which includes custodial duties.
- Ability to lift, carry and manage equipment and supplies as deemed suitable.
- Participates in developing the proposal of capital projects with Village of Gagetown, Board of Directors and any other key stakeholders.
- Coordinates safety and maintenance inspections of Recreation Center facilities with Board of Directors, as required.

### **Financial Management**

- Develops and recommends the annual operating budget for Gagetown and District Recreation Council Inc. along with Treasurer and designated Board Members
- Continuously monitors expenditures against the approved budget and prepares management reports regarding programs costs and utilization
- Ensure instructors and vendors are paid as per their agreement
- Follows best practices in securing minimal cash funds on site and weekly deposits to minimize theft opportunities

### **Funding Development**

- Continuously research available funding opportunities and prepares proposals to the Board of Directors.
- Ability to prepare and submit grant proposals for operating grants and other funding opportunities.
- Prepare and submit the annual funding profile to province of New Brunswick, Village of Gagetown Council and Mayor, as well as other funding providers, when necessary.
- Manage and administer Money Tree fundraiser and any other ongoing or one-off campaigns

### **Human Resource Management (staff & volunteers)**

- Recruit, train, evaluate and oversee 3 to 6 summer camp students and 1 to 2 co-ops/internships in fall/winter, if available
- Develop and implement a volunteer management program where there is a coordinated effort to volunteer recruitment, orientation, training, retention, recognition and evaluation

### **Relationship Building**

- Receives and responds to inquiries and complaints from community members or participants
- Facilitates effective communication between community members and key stakeholders in response to changing needs.
- Cultivates and maintains relationships with community, regional and provincial organizations to ensure coordination and for the optimum use of resources

### **Administration**

- In collaboration with the Executive Committee of the Board of Directors, conducts official correspondence and, with designated officers, executes legal documents.
- Maintains active membership information ensuring proper safekeeping of records and personal information for insurance purposes
- Attends monthly Board of Director meetings and other meetings as required.
- Prepares monthly reports summarizing activity for the reporting period.
- Prepares and presents policy recommendations to Board of Directors regarding facilities and services.
- Ensures proper safety standards for employees, facility users and program participants are maintained
- Maintains accurate records of participants, volunteers, leagues, instructors, coaches, officials and program registrations.
- Oversee the facility rentals by community members or vendors
- Manage online registrations, volunteer applications and evaluations/surveys.

## **Marketing**

- Continuously maintain and update Gagetown and District Recreation Council Inc website along with social media platforms Facebook page, Twitter, etc...
- Using various media promote recreation programs or events in order to ensure that community members are aware of available opportunities and activities

Other duties as assigned by the Board of Directors

## **Knowledge, Skills & Abilities**

- Completion of a post-secondary degree/diploma in Recreation Administration, Therapeutic recreation, Kinesiology or a related field would be an asset.
- Consideration will be given to relevant work experience in the capacity of recreation and leisure and programming, including supervising staff.
- Ability to work independently and with little supervision.
- Takes initiative in problem-solving; independently handle sensitive situations using tact and diplomacy.
- Effective organizational, time and stress management skills to complete the required tasks.
- Valid driver's license with a drivers abstract as travel using a personal vehicle is required.
- Possesses a current CPR certificate and First Aid certificate.
- Current criminal reference check with vulnerable sector clearance.
- Proficient in MS Office, especially Microsoft Word, Excel and PowerPoint.
- English Essential, Bilingual an asset.

If you are passionate about active living and proud to represent a rural community - we want to hear from you! Apply by sending cover letter and resume to [GDRCjobapplications@gmail.com](mailto:GDRCjobapplications@gmail.com) or mail to:

### **Attention:**

Gagetown and District Recreation Council Inc.  
41A Front Street  
Gagetown, New Brunswick E5M 1A1

We thank all applicants for their interest in this opportunity however only those candidates selected for an interview will be contacted.