



The Corporation of the Town of Cobourg

RECREATION AND CULTURE MANAGER

REGULAR FULL TIME

Founded in 1798, Cobourg is rich in history, offering visitors and residents a vibrant heritage downtown shopping experience, exciting cultural and entertainment opportunities, comprehensive recreational programs and services and a renowned waterfront district with parks, beaches, boardwalks and a marina. As the largest town in Northumberland County, Cobourg is personified by historic Victoria Hall, hosts provincial and national sporting events in its state-of-the-art Community Centre and maintains a skilled labour force, flourishing commercial sector and supportive municipal government.

The Town of Cobourg is seeking an exceptional and innovative leader to enhance customer experiences and to implement its recently completed Cultural Master Plan and Recreation Strategy by leading and inspiring a dedicated and experienced team of recreation, culture and Concert Hall employees who deliver a broad range of programs, services and entertainment.

Responsibilities:

Reporting to the Director of Community Services, the Recreation and Culture Manager is responsible for the development, operation and enhancement of the Town of Cobourg's recreation and culture programs and services. Responsibility may include:

- Lead recreation, culture and Concert Hall staff to implement the Recreation Strategy and the Cultural Master Plan, deliver programs and services and enhance customer experiences;
- Plan, implement and evaluate recreational and cultural programs, day camp programs and services affiliated with the Municipality and the Department;
- Initiate and oversee the implementation of new projects and policies relating to recreation and culture;
- Provide recommendations for operational efficiencies and program improvements to the Director;
- Gather and research information required to write reports on various topics and present to managers, directors, Council and stakeholders as required;
- In collaboration with the Marketing and Events Manager, investigate and develop new funding strategies and partnerships for municipal and community recreation services including senior government level funding, service club or corporate sponsorship, foundation funding and special event revenue generation;
- Initiate, coordinate and monitor the completion of research projects, feasibility studies, strategic planning studies, master plans, etc;
- Develop and implement cultural events and programs to raise awareness of culture in the community and to enhance cultural offerings to residents and visitors;
- Monitor, prepare, analyze and provide recommendations in regard to statistical information on program participation in anticipation of future needs;
- Respond to public inquiries and complaints related to the facilities and attend meetings as required;
- Work with the Marketing and Events Manager to design, print and distribute the Division's Leisure Guide which highlights the community's recreational and cultural activities;



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- Develop strong collaborative relationships with community recreation and culture groups/organizations;
- Work with community groups, sport organizations and local agencies interested in developing new and/or existing community recreation services or facilities;
- Lead and oversee various volunteer development activities including a volunteer management system.
- Other duties as assigned.

Financial

- Forecast revenues for municipal programs, prepare and recommend to the Director an annual operating budget, a five year capital plan and a user fee schedule;
- Prepare the capital and operating budgets and, once approved, implement and monitor on a regular basis;
- Responsible for the administration of the financial accounts and approvals of expenses related to services, capital projects, and grants and for monitoring expenses/revenue against budget;
- Complete grant applications for provincial and federal programs, including employment grants, and produce all required compliance reports in consultation with the Finance Department;
- Negotiate contracts, lease agreements and memoranda of understanding with various users and stakeholders.

Human Resources:

- Develop, maintain and ensure compliance with policies, procedures and guidelines to support operations, including customer service, facility allocation, health and safety, financial management, etc.;
- Oversee and provide direction to direct reports (as shown by the organization chart);
- Provide staff direction, assisting with resolution of contentious issues; motivate and support staff, hold team meetings for the purpose of communicating work plans, policies and procedures and to discuss division initiatives;
- Administer the terms of the applicable Collective Agreements, in collaboration with Human Resources ;
- Understand and ensure compliance of the Occupational Health and Safety Act and Regulations to ensure the health and safety of their direct reports. Understand and enforce the Town's Health & Safety policies and procedures;
- Develop and regularly monitor annual performance and learning plans for each individual employee. Engage in ongoing feedback with regard to staff goals, objectives and performance;
- Responsible for the hiring, discipline, dismissal, performance management and training of staff, in consultation with the Director of Community Services and the Human Resources Officer.

Required Skills and Qualifications:

- Post-secondary degree in Parks, Recreation, Physical Education or a related field is required;
- 3 to 5 years of related progressive leadership experience, preferably in a municipal environment is required;
- A thorough working knowledge of recreational and cultural program development, design, delivery and evaluation for a variety of age groups;



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- A strong background in budget development, project management, staff/volunteer supervision and community relations;
- Superb organizational and team building skills to supervise a diverse complement of full-time, part-time, seasonal and contract staff;
- Effective oral communication, political acuity and strong interpersonal skills to deal with members of the public, staff, council and senior government;
- Demonstrated customer service skills at a level to develop and maintain cooperative/ collaborative working relationships both within and outside the organization;
- Demonstrated ability to contribute to and build upon a positive and healthy work environment;
- Excellent written communication skills; attention to detail and accuracy;
- Demonstrated time-management skills with the ability to prioritize workloads and meet deadlines with minimal supervision;
- Ability to demonstrate initiative consistently with commitment to change management, quality improvement, sharing process improvement initiatives with management;
- Demonstrated proficiency in Microsoft Office, the internet and any other related software.

This is a full time, 35 hours per week position and is governed by the Town's Non-Union Policies and Procedures. This position may be required to respond outside normal working hours as required.

The annual salary for this position is Grade 9 \$74,835 - \$87,547 plus a competitive benefit package.

Interested applicants should forward their resume in confidence no later than 4:30 pm Thursday December 5, 2019 to the attention of:

Human Resources Department

Corporation of the Town of Cobourg
55 King Street West
Cobourg, ON
K9A 2M2

Fax: (905) 372-8819
Email: careers@cobourg.ca

We thank all applicants however only those selected for an interview will receive a response.

In accordance with the Municipal Freedom of Information and Protection Privacy Act, the information gathered is collected pursuant to the Municipal Act, 2001, as amended. The Town of Cobourg is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.