

Job Title:	Recreation & Community Services Supervisor
Department:	Legislative Services
Reports To:	Manager of Legislative Services / Clerk
Salary Band:	Band 11, 35 hours a week
Last Update:	June 2021

Position Summary:

Working mainly out of the Ramara Centre site, the Community Recreation Services Supervisor is responsible for the supervision of Seasonal Recreation Programs, Swim Programs, and Camp Programs as well as the day to day management of the Ramara Centre. Duties also include serving as representative on several Committees related to recreation and well-being.

Duties and Responsibilities:

1. Management Responsibilities

- a) Ensure all staff comply with and perform their duties in accordance with the Code of Conduct
- b) Recommend in association with Manager of Community Standards, Recreation and Facilities, the annual estimates for the capital and operational needs of the Ramara Centre site and Recreation Department needs for municipal budget
- c) Regular training of staff on policies, procedures, Township bylaws, accessibility, and other job related tasks as it pertains to meeting the needs of programming accommodations.
- d) Review and authorize all Recreation related accounts for payment including payroll, equipment, supplies and contractors.
- e) Confirm all staff and contract staff receive correct compensation for services and that the purchasing policy is adhered to.
- f) Monitor incoming funds for accuracy and ensure funds are directed to the proper accounts. Collect on accounts when necessary to ensure balanced transactions for events.
- g) Supervise recreation staff and provide guidance as required.
- h) Conduct performance reviews, staff development, coaching/mentoring, health and safety, policy administration, assignment of work, scheduling, approving time off and coordination of training schedules.
- i) Administer discipline and recommend to the Manager of Community Standards, Recreation & Facilities/HR the appointment, suspension or dismissal of staff.
- j) Assist Human Resources with hiring staff.
- k) Assist the Manager of Community Standards, Recreation & Facilities in the preparation of the ten year capital forecast as it relates to Recreation.

- l) Lead or participate on project teams as assigned by the the Manager of Community Standards, Recreation & Facilities / Director of Legislative Services/Clerk

2. Operational:

- a) Manage the day to day operations of the Ramara Centre site.
- b) Recruitment of qualified seasonal staff and contractors to facilitate camps and programming.
- c) Secure and file copies of employee certifications, as applicable for each operation.
- d) Create advertising campaigns and awareness publications to promote all the services that recreation offers, including camps, seasonal programs, and special events.
- e) Manage social media accounts – Facebook, Twitter and Instagram
- f) Responsible for training all new staff and keeping them up to date on software and updates and when needed performing necessary upgrades and solutions to meet the needs of the Recreation department.
- g) Confirm all participant payments have been collected and submitted for deposit to the department of finance.
- h) Create, develop and manage distribution of the quarterly recreation guide.
- i) Ensure the Ramara Centre complies with all health and safety regulations and arrange for corrections of any deficiencies identified by the Health and Safety Committee
- j) Inspect outside locations where programs are taking place for any health and safety concerns and subsequently arrange for the appropriate insurance for each location, where Township sponsored programs are in operation.
- k) Attend monthly Council appointed committee and board meetings and provide education and leadership.
- l) Research, prepare and submit necessary grant applications.
- m) Purchase materials for all programs and events in accordance with the Township Purchasing and Procurement Policies.
- n) Update all policies and procedures, as required.

3. Camp:

- a) Recruit quality camp staff and train them for their special job requirements.
- b) Oversee inclusion processes for special needs campers including liaising with parents and supporting agencies, training inclusion staff and adapting programs to meet children of all needs.
- c) Liaison with parents and caregivers on a daily basis during drop off and pick up.

4. Programs/Swim:

Oversee recreational programmer with swim program

5. Special Events/ Rentals/ Boards:

- a) Oversee the development and provision of special events including Youth Dances and activities, , Volunteer Appreciation and Community Development Workshops.
- b) Oversee the Creation and development monthly events that will attract the Youth and provide an opportunity for them to interact in a safe and productive environment.
- c) Provide youth with volunteer opportunities for them to be engaged in their Township.
- d) Manage the day to day operations of the Ramara Centre site,

Supervisory Responsibilities:

- Camp summer staff – 8
- Recreation Contractors – 20-25 (annually in different capacities)
- Recreation Assistant – 1
- Recreation Programmer - 1

Education, Experience and Qualifications:

- a) Three (3) year Diploma or Degree in Recreation & Leisure Studies (Community Recreation)
- b) Two (2) years' experience in camp and program administration
- c) Two (2) years' demonstrated supervisory experience managing staff of different ages and backgrounds in the overall operation of Recreation services
- d) Experience in operation of camp and programs
- e) Valid driver's license
- f) Health and Safety would be an asset
- g) Ability to work extended hours for early morning and late pick up as well as evenings and weekends to accommodate special events
- h) Attention to detail and concentration
- i) Must have strong customer service skills, ability to deal with public
- j) Meeting management skills
- k) Ability to function independently and as a team member where required
- l) Self-starter who is capable of following through on assignments
- m) Proficient in Microsoft applications
- n) A passed Police Record and Vulnerable Sector Check
- o) WHMIS



Required Certifications:

- CPR and First Aid certificates
- A passed Police Record and Vulnerable Sector Check

Applicable Regulations:

- a) Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11
- b) Human Rights Code, R.S.O. 1990, c. H.19
- c) Community Recreation Centers Act, R.S.O. 1990, c. C.22
- d) Sabrina's Law, 2005, S.O. 2005, c. 7
- e) Child Care and Early Years Act, 2014, S.O. 2014, c. 11, Sched. 1
- f) Occupier's Liability Act, R.S.O. 1990, c.O.2
- g) Township of Ramara Bylaws & Policies

This job description is intended to describe the general nature and level of work being performed by the person assigned to this position. The primary duties and responsibilities are intended to describe those functions that are essential to the performance of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. There are other duties and responsibilities that are considered incidental or secondary to the overall purpose of this job. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.