



RECREATION PROGRAM SUPERVISOR

Full Time Permanent Position

**BRING YOUR POSITIVE ENERGY AND BE A PART OF
NOVA SCOTIA'S NEWEST REGIONAL MUNICIPALITY**

something inspiring awaits

West Hants Regional Municipality is a diverse collection of rural & urban communities conveniently located in equal proximity to Halifax, the Valley, and Truro; yet its own cultural blend that brings quality family living, diversity, fun & festivities, and service centres together. If you are enthusiastic and driven and want to be part of a fun, energetic and welcoming team; we hope that you feel **INSPIRED** to keep reading!

We strive to be an inclusive and diverse workforce that is representative, at all job levels, and of the citizens we serve. We welcome applications from Indigenous, Inuit and Metis People, African Nova Scotian's, and other racially visible people, persons with disabilities, members of the 2SLGBTQQIPAA community, and femme-identifying people. If you are a member of one of the equity groups, you are encouraged to self-identify, either in your cover letter or resume.

If you are inspired with this work environment, you are encouraged to apply for our **Recreation Program Supervisor** position.

Reporting to the Manager of Recreation and Community Engagement, the **Recreation Program Supervisor** is part of a dynamic and passionate team responsible for the ongoing planning, development, facilitation, and evaluation of recreation programs offered by West Hants Regional Municipality. The **Recreation Program Supervisor** ensures that all recreation services and programs are welcoming and provide wonderful experiences for community members, with a focus on breaking down barriers to participation.

What We Offer:

- Regular hours are Monday – Friday, 8:30am-4:30pm (35 hours per week)
- Overtime opportunities as required
- Annual vacation leave
- Competitive benefits package including health, dental, and wellness benefits
- Company match pension plan



What we're looking for:

- An undergraduate degree in Recreation, Kinesiology, Health Education/Promotion, Event Planning, or a combination of education, training and experience that would demonstrate the capability to perform the duties of the position.
- Strong customer service skills and ability to build relationships and partnerships with staff, user, and volunteer groups.
- Knowledge of inclusive program models/practices, including influencing physical activity and barriers to physical activity.
- Ability to work effectively and efficiently in a fast-paced environment with multiple projects and deadlines, with constantly changing priorities.
- Ability to work with all individuals, of all abilities and backgrounds with a welcoming approach and an understanding of the importance of community diversity.
- Prior knowledge of aquatic programming would be considered an asset such as National Lifesaving Programming, training/certification requirements, swim lesson organization, and pool operation/management standards.
- Strong organization, problem solving and decision-making skills.
- The successful candidate must be able to work a flexible work schedule as required and be available for program leaders/contractors to reach in case of emergency.
- Nova Scotia Class 5 Driver's License, access to a reliable vehicle.

A complete copy of the job description can be found at:

<https://www.westhants.ca/employment-opportunities/>

Personal information collected through the recruitment process will be used solely to determine eligibility for employment and handled in accordance with the Freedom of Information and Protection of Privacy Act, Nova Scotia.

Qualified applicants are invited to submit their CV or resume with cover letter (merged into one PDF document) with "**Recreation Program Supervisor**" in the subject line no later than 4:30pm on Monday December 16th, 2024 to the attention of Julie Dauphinee at jdauphinee@westhants.ca



West Hants
something inspiring awaits

WEST HANTS REGIONAL MUNICIPALITY

JOB DESCRIPTION Recreation Program Supervisor

Position Title: Recreation Program Supervisor
Department/Division: Community Development
Reports To: Manager, Recreation & Community Engagement
Direct Reports: Yes
Classification: Full-time
Revision Date: December 2024

POSITION SUMMARY

The Recreation Program Supervisor is responsible for the ongoing planning, development, facilitation, and evaluation of recreation programs offered by West Hants Regional Municipality, which includes Summer Camp Programs, seasonal community events and recreation programs, and provides aquatic programming support. This position ensures that the community is engaged in creating and evaluating programs, that all programs and events are planned, communicated, and executed to a very high standard, are welcoming to all, and focus on breaking down barriers to participation.

JOB DUTIES AND RESPONSIBILITIES

Programming

- Design, coordinate, implement, lead, and evaluate high quality programs and community events for the public, including hiring and training staff, scheduling, logistics, registration, and participant registration.
- Create inclusive and positive experiences for the community through the various programs and recreation services that empowers participants to live active lifestyles, builds trust, and results in repeat customers and positive word of mouth recommendations.
- Provides support for the summer aquatic programming at the Hants Aquatic Centre and off-season aquatic programming as required.
- Oversees the Summer Camp Program in rural and town settings, including budgeting, planning, communicating, hiring, training, working through challenging situations, and evaluating.
- Strive for inclusive recreation programs and events, by breaking down barriers to program participation.

- Provide support to various community committees and organizations, including but not limited to the West Hants Senior Games Committee.
- Foster a positive and supportive team environment to carry out all recreation programs and events, as part of a larger Community Development Department Team.
- Manage program risk, adhering to safety protocols as per Municipal policy, and OHS legislation.
- Provide key support for the online registration software program, including registering individuals through fair and equitable processes, processing/approving refunds, following outstanding balances procedures, and reporting regularly to the Manager of Recreation and Community Engagement.

Community Engagement

- Delivers an excellent ‘community navigation’ customer service approach and maintains excellent public relations while working with community members and partners.
- Conducts needs assessments, including surveys, focus groups & trends analysis, to assist in assessing more community recreation needs/opportunities.
- Provide effective service delivery by responding to community complaints or inquiries in a timely manner.
- Design, advertise, and communicate information on programs and initiatives in multiple ways in keeping with the municipality’s communication strategy and guidelines.
- Champion a whole-of-community approach to recreation in West Hants by jointly coordinating meetings with community partners and businesses who also offer recreation opportunities to ensure all programs are well communicated and gaps in programming are filled through partnership and collaboration

Leadership & HR Support

- In accordance with the Human Resources policies of the Municipality and further: responsible to hire, train, coordinate, and supervise/coach, full time, seasonal, part-time staff, and contracted service providers, to ensure program goals are met.

Reporting, Grants, and Budget Support

- Runs bi-monthly financial reports and follows up on outstanding invoices to communicate the ‘registration fees and refund policy’.
- Prepare regular reports of recreation programs, activities, and initiatives for submission to the Manager of Recreation & Community Engagement.
- Create program/event specific budgets for inclusion in the overall Community Development Department budget.
- Identify, recommend, and apply for funding opportunities to maximize recreation opportunities.
- Provide key support for the online registration software program.
- Complete purchases and budget expenditures as approved by the Director, Community Development or designate.

Professional Development & Expectations

- Attend seminars, conferences, courses, and meetings which relate to recreation, to stay current and broaden knowledge in the field of recreation and active living (subject to budget appropriations).
- Assist with all Community Development events and programs, as required.
- Work a flexible schedule to ensure all evening and weekend programs and events are carried out to a high quality.
- Be reachable for program leaders/service providers during programs in case of emergency.

- Perform other job-related duties as assigned.

JOB QUALIFICATIONS:

- An undergraduate university degree in Recreation, Kinesiology, Health Education/Promotion or a combination of education, training and experience that would demonstrate the capability to perform the duties of the position.
- Knowledge and/or training in influencing physical activity and barriers to physical activity.
- Prior knowledge of aquatic programming would be considered an asset such as National Lifesaving Programming, training/certification requirements, swim lesson organization, and pool operation/management standards.
- Knowledge of inclusive program models/practices.
- Understanding of the physical activity and recreation delivery systems.
- Program and special events organizing experience.

SKILLS & ABILITIES:

- Ability to work independently as well as part of a team.
- Knowledge of planning and evaluation of recreation programming
- Strong written, communication and public speaking and facilitation skills.
- Knowledge of community engagement and development
- Ability to work with all individuals, of all abilities and backgrounds with a welcoming approach, with and an understanding of the importance of community diversity.
- Aquatic programming skills, organization and leadership is considered an asset
- Strong computer skills, using Microsoft Office applications.
- Strong customer service orientation and ability to establish and build effective relationships and partnerships with staff, user, and volunteer groups.
- Strong organization, problem solving and decision-making skills.
- Highly organized with excellent time-management proficiencies.
- Ability to adapt to changing requirements and manage competing priorities.
- Knowledge and experience of municipal services and government an asset.
- Valid Province of Nova Scotia Driver's License and access to a reliable vehicle.
- Travel will be expected throughout the West Hants Regional Municipality and occasionally within the province