
DIRECTOR OF RECREATION & FACILITIES

FULL-TIME PERMANENT POSITION

Reporting to the Chief Administrative Officer, the Director of Recreation & Facilities provides strategic leadership for the planning, operation, maintenance, and continuous improvement of the Town's recreation facilities, parks, public spaces, and recreation services. The position plays a key role in enhancing quality of life by ensuring safe, accessible, and well-maintained facilities and programs that meet community needs.

The Director oversees municipal recreation facilities, parks, playgrounds, sports fields, and other Town-owned facilities while leading departmental budgeting, capital planning, asset management, staff supervision, community partnerships, and regulatory compliance. The position supervises full-time, part-time, casual, and seasonal staff, and collaborates with community organizations, schools, volunteers, and user groups throughout The Pas.

Working Conditions

This is a full-time management position based in The Pas, Manitoba, working 40 hours per week. Flexibility is required to attend evening meetings, community events, special programs, tournaments, and seasonal activities. Occasional weekend work and after-hours responses to emergencies or operational issues may be required. Work is performed in both office and outdoor environments in varying weather conditions.

Key Responsibilities

- Leadership, Administration & Finance
- Provide leadership, supervision, coaching, and mentorship to departmental staff.
- Manage daily operations, staffing, and departmental resources.
- Develop and administer operating and capital budgets.
- Lead long-term recreation and facility planning initiatives.
- Prepare reports, recommendations, and correspondence for the CAO.
- Attendance of meetings.
- Pursue grant and funding opportunities.
- Respond to public inquiries and identify opportunities to improve service delivery.

Recreation & Facility Operations

- Oversee the operation, maintenance, and utilization of recreation facilities and municipal buildings.
- Coordinate facility bookings, tournaments, and special events.
- Support recreation, wellness, sport, cultural, and community programming.
- Ensure facilities are safe, clean, accessible, and maintained to established standards.

- Develop preventative maintenance programs and operational procedures.
- Build positive relationships with user groups and community stakeholders.

Parks & Public Spaces

- Oversee municipal parks, playgrounds, green spaces, sports fields, cemetery and outdoor recreation amenities.
- Coordinate beautification initiatives and community improvements.
- Ensure regular inspections and maintenance of park infrastructure.
- Support initiatives that promote tourism, community pride, and quality of life.

Community Partnerships

- Work collaboratively with community organizations and user groups.
- Facilitate community engagement regarding recreation priorities and facility needs.
- Identify sponsorship, partnership, and funding opportunities.
- Promote participation in recreation and community development activities.

Health, Safety & Capital Projects

- Ensure compliance with workplace safety legislation, municipal policies, and operating procedures.
- Coordinate staff training and safety programs.
- Conduct inspections, hazard assessments, and incident investigations.
- Assist with planning and implementation of recreation, facility, and parks capital projects.
- Coordinate contractors, consultants, and service providers.
- Support asset management planning and infrastructure renewal initiatives.

Required Skills & Abilities

- Strong leadership and supervisory skills.
- Excellent communication, interpersonal, and conflict-resolution abilities.
- Sound budgeting, financial management, and administrative skills.
- Knowledge of recreation facilities, parks operations, and municipal maintenance practices.
- Strong organizational, analytical, and problem-solving abilities.
- Proficiency in Microsoft Office and relevant management software.
- Ability to work independently, exercise sound judgment, and maintain confidentiality.

Qualifications

- Diploma or degree in Recreation Management, Facility Management, Business Administration, Public Administration, Community Development, Kinesiology or a related field, or an equivalent combination of education and experience.
- Minimum five (5) years of progressively responsible experience in recreation, facilities, parks, municipal operations, or a related field.
- Previous supervisory, management experience or experience in a unionized environment.

- Experience with budgeting, capital planning, and project management.
- Experience working with community organizations and public stakeholders.
- Municipal government experience is an asset.
- Relevant professional certifications are considered assets.
- Valid Manitoba Class 5 Driver's License.
- Satisfactory Criminal Record Check and Vulnerable Sector Check.

Compensation

Salary Range: \$80,000 to \$90,000 per year, based on qualifications and experience.

Application Information

Applications will be accepted on an ongoing basis until the position is filled and should be submitted using one of the following methods:

Online: www.townofthepas.ca/employment-opportunities

Email: hr@townofthepas.ca

Mail/In Person: P.O. Box 870, The Pas, MB R9A 1K8

Fax: (204) 623-5506

The qualifications and duties listed above are a summary of job requirements. A detailed job description is available upon request. This position is open to all applicants in accordance with the Human Rights Legislation of Manitoba. We thank all applicants for their interest; however, only those selected for an interview will be contacted.