

# The Corporation of the Town of LaSalle

## Job Posting

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<b>Job Title:</b>	Director of Culture and Recreation
<b>Department:</b>	Culture and Recreation
<b>Reports to:</b>	Chief Administrative Officer
<b>Rate of Pay:</b>	\$123,917.17 - \$139,389.93
<b>Posting Date:</b>	Friday, October 14, 2016
<b>Posting Deadline:</b>	Friday, November 4, 2016

### **Summary**

The Director of Culture and Recreation is responsible for developing and implementing short and long term business plans to ensure that cultural and recreational activities meet the needs of the community, and to ensure that the business plans are effectively managed and economically feasible. Other responsibilities include the development and enforcement of departmental policies, developing and monitoring departmental budgets, developing and maintaining relationships with community partners and stakeholders, securing sports and recreational events, developing cultural events, responding to inquiries/complaints from the public, preparation of Council reports, attending Council meetings, recommending levels of service, asset management, and ensuring compliance with all pertinent regulations, standards, and safety requirements. Provide leadership to direct reports, and assess/develop/evaluate departmental human resources.

### **Primary Duties and Responsibilities**

1. Develop and implement short and long term business plans for recreation, programming, festivals, and heritage/cultural events
2. Create business strategies associated with two NHL sized rinks, 28 soccer fields, 2 hardball diamonds, 6 softball diamonds, outdoor amphitheater, concession facilities, skateboard park, fitness center, indoor pool, outdoor pool, seniors center, and meeting facilities
3. Participate in corporate wide strategic planning and development sessions
4. Develop new or revised programming to maximize the use of recreational facilities by consulting with community groups and the public in order to explore potential usage
5. Forecast capital purchases based on the Asset Management Plan
6. Develop and oversee department capital and operational budgets in accordance with the Purchasing and Procurement Policy
7. Participate in recreational program development, design, and delivery
8. Establish and maintain partnership agreements with key stakeholders
9. Prepare Council reports and attend Council meetings

10. Prepare tender and quotation requests
11. Apply for grant applications for project and employment funding
12. Maintain a schedule of fees for event rentals, memberships, programming, aquatics, ice rinks, festivals, and facility rentals
13. Monitor and assess asset management life cycles, conditions, and valuations
14. Promotion and marketing of events
15. Review and implementation of Parks Master Plan as required
16. Ensure compliance with all regulations, standards, and Town policy and procedures
17. Manage departmental health and safety and human resources
18. Develop departmental policies
19. Obtaining corporate sponsorships/fundraising for community facilities
20. Arranging for the sale of commemorative trees, park benches, etc.
21. Provide guidance and support to direct reports
22. All other duties as assigned

### **Qualifications**

- Educational Requirements:
  - Four (4) year University Degree in either:
    - Sports Administration
    - Outdoor Recreation, Parks and Tourism
    - Business Administration/Commerce
    - Recreation and Leisure Studies
    - Recreation and Sports Business
    - or equivalent
  - Or Three (3) year College Diploma in Recreation and Leisure Services, or equivalent
- Minimum of seven (7) years previous related experience
- Ability to adapt to rapidly changing environments
- Strong knowledge of Microsoft Office (Word, Excel, Outlook)
- Excellent analytical, organizational, and problem solving skills
- Superior verbal and written communication skills
- Valid Class "G" drivers license

### **Qualifications Considered Assets**

- General knowledge of technical systems such as HVAC, mechanical systems, refrigeration, swimming pools, preventative maintenance, and building maintenance
- Fundraising
- Completing grant applications

### **Working Conditions**

- Duties shall primarily be performed indoors, however some outdoor duties may be required in all weather conditions
- Safety equipment as required (i.e. safety shoes, glasses, hard hat, etc.)
- Manual dexterity to use desktop computer, peripherals, etc.
- Attend after hours Council meetings, festivals, events, etc.
- Periodic local and out of town travel required

- Operation of motor vehicle

### **Hours of Work**

- Primary hours of work are Monday to Friday (35 hours), day shift
- Evening Council meetings
- Attending festivals and events as required

### **Physical Requirements**

- Physical work environment requiring extended periods of walking, standing, sitting, and driving.

### **Direct Leadership Responsibilities**

- Supervisor of Programming (2)
- Administrative Assistant

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All applicants are encouraged to submit a resume and cover letter in confidence to:

Town of LaSalle  
**Attn: Human Resources**  
5950 Malden Road  
LaSalle, ON N9H 1S4  
[hr@lasalle.ca](mailto:hr@lasalle.ca)

We thank all applicants who apply for this position, but only those external candidates selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection Act, personal information is collected under the authority of the Municipal Act, and will only be used to determine eligibility for potential employment. We are dedicated to equal opportunity. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.