



Town of **SLAVE LAKE**

EMPLOYMENT OPPORTUNITY

MANAGER OF RECREATION & COMMUNITY RELATIONS

An exciting and challenging opportunity exists to join the Town of Slave Lake in a **full-time permanent position**.

Under the direction of the Director of Community Services and liaising with all other Town departments, the role ensures a coordinated effort in the delivery of a broad range of services, programs, and events. This position is a key member of the Community Services Department and works closely with the Manager of Parks and Facilities. The Manager of Community Recreation is primarily responsible for overseeing and coordinating a variety of recreational programs and services for the community. This position will ensure the effective planning, development, implementation, and evaluation of recreational activities that enhance the quality of life for residents. The role is responsible for management of the Legacy Centre and acts as the primary contact to its tenants and event stakeholders and maintaining community partnerships.

The successful candidate will lead and inspire a team responsible for developing and delivering recreational and community programs and events.

EMPLOYEES THAT REPORT DIRECTLY TO THIS POSITION:

Program Coordinator, Recreation Services Coordinator

SALARY:

\$44.06 - \$55.53 per hour

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Major

- Responsible for managing all aspects of the Multi Recreation Centre (MRC) complex and overseeing related municipal services across various town facilities.
- Demonstrate the ability to adjust work plans and strategies in response to changing priorities, deadlines, and demands, proactively reassessing tasks to ensure alignment with the organization's most pressing goals.
- Regularly communicates with the Director and key stakeholders to ensure a clear understanding of evolving priorities, seeking clarification as needed to maintain focus and alignment with new goals.
- Manages, oversees, reviews, staffs, plans, and coordinates the provision of Town services for recreation, sports, cultural, and community programs and events.
- Ensures that program delivery meets standards of service excellence.
- Develops and maintains strong, positive relationships with community lease partners, business partners and the diverse grouping of community not-for-profit organizations, stakeholders and groups that use Town recreational facilities and the Legacy Centre.
- Encourages the coordination of recreation services among various groups with the objective of minimizing overlap, inefficiencies and jurisdictional confusion.
- Oversee the development of promotional materials by MRC staff for community programs and events.
- Coordinating the operations and scheduling of programs and events, in collaboration with the Manager of Facilities and Parks.

- Develops and monitors the operating and capital budgets for assigned services and facilities.
- Provides leadership, direction, and supervision to the recreation team.
- Responsible for recruiting and coaching staff, discipline, reviewing and monitoring work performance, and identifying needs for training and development.
- Promotes and maintains a work environment which fosters and rewards teamwork, initiative, accountability, diversity, and adapting positively to change.
- Review staff requirements, job description, duties, responsibilities, and performance standards.
- Assists the Director of Community Services with policy development and implement procedures to ensure effective and efficient operations.
- Provide a comprehensive orientation and training program to recreation staff, give guidance and assistance with program content.
- Advises senior staff and Town Council on the planning, development, and current state of community programs.
- Prepares written reports for discussion and review with the Director of Community Services and presents reports to a variety of audiences, including Council.
- Attend Legacy Centre Board meetings as required.
- Contributes in a collaborative manner towards the achievement of Department goals and the Town's Strategic Plan.
- Responsible for Incident Command System (ICS) Implementation and Management, leading alongside senior staff the implementation of ICS during emergency situations such as natural disasters, public health emergencies, or large-scale incidents.
- Provide direction to support services in the ICS system when activated (e.g., shelter, food distribution, medical services) and ensure they operate efficiently.

Minor

- Provides for and participates in Professional Development opportunities.
- Maintains ongoing contact with relevant provincial networks i.e. regional meetings, conferences, workshops, etc.

Occasional

- Attends conferences or training opportunities that are relevant to the position within approved budgetary guidelines.

QUALIFICATIONS / EDUCATION / EXPERIENCE:

- A degree or diploma in Recreation Management, Sport Administration, Business, Public Administration, or related field, or equivalent.
- 3 years of supervisory experience in a municipal setting preferred.
- Valid Alberta driver's license required.
- ICS 100, 200, 300 knowledge and certifications would be an asset.
- Candidates with a combination of relevant education and directly related experience may be considered in lieu of formal academic qualifications

SKILLS REQUIRED:

- Knowledge in computer programs including but not limited to Microsoft Outlook, MS Word, Excel, Publisher and other programs.
- Demonstrated experience in aligning with organizational values, promoting a positive and professional image, acting as a role model for colleagues and public, and serving as a champion for positive change.
- Demonstrated ability to contribute to and build upon a positive and healthy work environment, with proven abilities to coach, facilitate, direct, and mentor staff as situations dictate.
- Effective oral communication, presentation, political acuity and strong interpersonal skills to collaborate with members of the public, staff, council and other levels of government.

- Experience with computer software applications related to customer registration, facility scheduling, financial tracking, asset management and marketing.
- Knowledge of recreation and community development principles
- Ability to actively seek feedback on performance, while adjusting approaches accordingly, and continuously learn from shifting priorities to better anticipate future changes and enhance responsiveness.
- Ability to maintain a positive, solution-oriented mindset when changes occur.
- Knowledge of preparing contracts, policy proposals, communications briefings, and monthly reports.
- Strong knowledge of finance, accounting, budgeting, and cost control procedures, with the ability to apply these principles effectively in decision-making and resource management.
- Superior Communication Skills, able to demonstrate clear, concise, and positive communication.
- The ability to work in a team environment ensuring effective collaboration with team members, stakeholders, and leadership to foster a productive and supportive work environment.
- Must possess the ability to analyze and solve problems effectively while keeping other managers and the Director informed of any changes and their potential impacts.
- Possesses strong interpersonal skills, with the ability to collaborate effectively with a diverse range of stakeholders across varied constituencies.
- Experience working with not-for-profit organizations, committees and community user groups.
- Demonstrates the ability to maintain confidentiality and consideration when dealing with staff and volunteers.
- Chair yearly user group meetings to discuss community groups' needs for Arena and Fieldhouse for winter and spring sessions.

Note: The above is not intended to be an exhaustive list of all the responsibilities and activities required for this position but gives a general nature and level of work being performed by the incumbent.

WORKING CONDITIONS AND PHYSICAL ENVIRONMENT:

- Occasional light lifting.
- Long periods of sitting.
- Extensive use of the computer and telephone.
- Good lighting, temperature, and noise control.
- Normal working day consists of a maximum of 7.5 hours; however, occasional extended hours may be required.
- Some weekend work, particularly in the month of December when a Tuesday to Saturday schedule may be in place.
- Some travel between Town venues

Please note:

1. A cover letter clearly indicating the position title, accompanied by an up-to-date resume is required.
2. Shortlisted candidates will undergo a skills and personality assessment test.
3. The successful candidate will be required to provide professional references and an acceptable criminal record check.

The Town of Slave Lake has an attractive compensation plan and generous benefits package.

How to apply:

Send your cover letter and resume (ensuring to include the job title in your email subject heading) to:

Human Resources, Town of Slave Lake

10 Main Street S.W. P.O. Box 1030, Slave Lake, Alberta T0G 2A0

E-mail: hr@slavelake.ca

The application review process will be open for applicants until August 25, 2025 at 4:30 PM.

We thank all applicants for their interest; however, because of the volume of applications, we will contact only those under consideration. We will review all applications carefully to determine which candidates' qualifications and experience closely match our requirements.