



Job Opportunity: Director of Community Services

The Town of Castor is seeking a Director of Community Services. This position reports to the Chief Administrative Officer (CAO) and provides direction, leadership, and oversight to the Town's recreation and community development programs. Performs administrative, supervisory and professional work in the planning, development and operation of a comprehensive public recreation program for the community and ensures that the town's mission, core values, and goals are incorporated into activities and services.

KEY DUTIES AND RESPONSIBILITIES

- Plans, organizes, manages and evaluates a comprehensive town wide recreation program including athletic leagues, instructional programs, day camps, and special events. This includes but is not limited to attending 3C's Minor Hockey Association meetings and participating in the operations of the hockey program.
- Coordinates the maintenance of various facilities, parks, sports fields, and buildings with the Public Works Department, including but not limited to the Castor Arena, Castor Centennial Pool, ball diamonds, campgrounds and parks.
- Recommends the acquisition, development and maintenance of park and playground areas and of structures and facilities to best serve the interests of the community; researches and completes grant applications where applicable.
- Responsible for the marketing and promotion of parks and recreation programs and facilities, including Town web pages and social media.
- Trains, supervises and evaluates work performance of full-time and seasonal personnel; makes recommendations for hiring and termination; prepares schedules and assignments for recreation personnel.
- Maintains and updates recreation and facility policies, procedures and safe work practices; provides for risk management practices; ensures all safety rules, regulations and procedures are followed; makes sure that employees are trained in safety procedures.
- Prepares and manages annual budget for recreation programming. Approves purchases of supplies and operating inventory for recreation programs and facilities according to budget. Seeks alternative funding sources for programs and improvements.
- Performs public relation duties; responds to complaints; prepares news releases, information and marketing or other publicity on recreation activities; identifies and meets the recreational needs of diverse community groups.
- Maintains a good working relationship with neighbouring municipalities, local schools and other community groups.

- Coordinates and schedules facility bookings with schools and community organizations for program use.
- Coordinates and monitors contracts and insurance agreements for recreation programs.
- Assists the CAO in short- and long-range planning for a comprehensive town wide recreation program and proposed long range plans for capital improvement and development of facilities, equipment and programs.
- Provides oversight to the Castor Minor Sports Council, including attending meetings, developing agendas and necessary documents for meetings, recording minutes, providing monthly reports on activities, programs and finances, and oversight of the society's accounting.
- Performs other duties as assigned.

REQUIREMENTS

- Post-secondary education in recreation, physical education, business, public administration, public relations, or a related field and two (2) years of supervisory experience preferably in recreation and/or facility management or any equivalent combination of education and experience.
- Possession of a valid Alberta driver's license.
- Willing to work irregular hours including evenings and weekends when necessary.
- Able and willing to live in or commute to the Town of Castor.
- Working knowledge of recreation programs and their management; principles and methods of parks and recreation planning and development, and of the rules of a variety of sports; and of modern office and bookkeeping procedures.
- Ability to actively participate in sports and recreation activities; ability to organize and direct programs; ability to establish and maintain effective working relationships with employees, other agencies and the public; ability to follow written and oral instructions; ability to communicate effectively, verbally and in writing.
- Ability to write policies, grants, and reports supporting the programs and activities of the department.
- Knowledge of modern and effective supervisory principles and practices including communication, leadership, motivation, and conflict resolution.
- Ability to effectively direct, motivate, and evaluate employees.
- Considerable knowledge of municipal budgeting, purchasing, and personnel policies and procedures, and applicable employment standards is an asset.
- Skill in operating a variety of office equipment and knowledge of computer programs.

To Apply: Review of applications will begin on February 8, 2025, however, the position will remain open until filled. If you are interested in the position, we encourage you to apply early.

Applications may be returned electronically to Donna Rowland, CAO, at donna@townofcastor.ca