



## The Township of Oro-Medonte requires a Supervisor, Community Recreation & Special Events

The Township of Oro-Medonte is a picturesque and progressive municipality on Lake Simcoe with a population of 21,500 and a land area of 61,000 hectares that includes a number of settlement areas that continue to grow and urbanize. Oro-Medonte provides residents and visitors alike with unparalleled year-round recreational opportunities, unspoiled natural and agricultural lands and small-town charm with the convenience of being just a short drive to Barrie, Orillia and the Greater Toronto Area. As one of Ontario's premier quality of life communities, the Township is committed to its strategic goals including: Preparing for Our Future, Fostering Safe and Inclusive Community Living & Business Growth, Modernizing Township Services & Supporting our Workforce.

The Township is currently seeking an experienced professional, with the knowledge, skills and abilities to evaluate, develop and facilitate community programming and special events in the full-time position of Supervisor, Community Recreation & Special Events. Reporting to the Manager, Community Services, the Supervisor, Community Recreation & Special Events is responsible for leading the facilitation of community programming and special events within the Township, acting as liaison with the community and stakeholders while facilitating community development and engagement.

The applicant must have sound knowledge and experience in community development, coordination of special events and municipal recreation programming; needs assessment/mapping; as well as general knowledge relating to the provision of parks and facilities. This is achieved through a college diploma in a related discipline combined with 5 years related municipal experience (with 2 years supervisory experience within a unionized environment). The successful candidate must be knowledgeable and experienced in the areas of children, youth, adult and seniors program service delivery and hold certifications in High Five Principles of Healthy Child Development, and Principles of Healthy Aging. Knowledge of the Occupational Health & Safety Act, combined with strong management and supervisory skills are required. The successful candidate must hold and maintain a "G" license. The position requires superior interpersonal skills and proficient oral and written communication skills, a solid knowledge of and experience with Word, Excel and PowerPoint; Perfect Mind recreation software; strong risk management, organizational and time/project management skills to effectively meet multiple deadlines.

The ideal candidate will have a proven ability to think critically and strategically, effectively build and maintain partnerships and relationships with diverse groups of internal and external stakeholders while fostering an environment of accountability, innovation/continuous improvement and empowerment to anchor the Township's commitment to Public Service Excellence.

This Management position offers a salary commensurate with experience and education (2022 Salary range \$74,088 to \$90,054), plus a competitive and attractive benefit package. Individuals having these qualifications are encouraged to submit a resume and letter of application by 12:00 noon, Friday, February 3<sup>rd</sup>, 2023 to:

*Tamara Obee CHRL*  
*Director, Human Resources*  
148 Line 7 South, Oro-Medonte, Ontario L0L 2E0  
Email: [careers@oro-medonte.ca](mailto:careers@oro-medonte.ca)

*A detailed job description is available on our website [www.oro-medonte.ca](http://www.oro-medonte.ca)*

*We thank all applicants; however, only those considered for an interview will be contacted.*

*The Township of Oro-Medonte is committed to an inclusive, barrier free environment. Accommodation will be provided in all steps of the hiring process. Please advise the Township of Oro-Medonte Human Resources Department if you require any accommodations to ensure that you can participate fully and equally during the recruitment and selection process. We thank all applicants; however, only those considered for an interview will be contacted. Personal information is collected pursuant to The Municipal Freedom of Information and Protection of Privacy Act, and will be used for the purpose of the candidate selection. Questions about this collection should be directed to the Director, Human Resources.*

**POSITION TITLE:**

**SUPERVISOR, COMMUNITY RECREATION  
AND SPECIAL EVENTS**

**PERFORMANCE CRITERIA AND JOB DESCRIPTION**

**STATEMENT:**

The Supervisor, Community Recreation and Special Events is responsible for the ongoing planning, development, delivery and evaluation of recreation, community and special event programs in the community.

**REPORTS TO:**

Manager, Community Services

**PERSON REPORTING TO  
INCUMBENT:**

Program Instructors, Day Camp Counsellors, Special Events staff, and volunteers and contractors.

**RESPONSIBILITIES:**

- a) Develops recreation, community and special events programs and services in response to local community needs, ensuring that programs and events are managed in accordance with the Township's policies and procedures to ensure the safety of participants;
- b) Provide supervision to staff in a manner that motivates guides and directs employees to the realization of departmental goals and objectives. Maintain a work environment that promotes staff participation, teamwork and positive employee relations. Ensure high standard of work quality and organizational performance.
- c) Works with Human Resources to complete employment recruitment, training, scheduling and performance management of staff;
- d) Leads the facilitation of Special Events and ensures inter-departmental and agency collaboration in the provision of large-scale special events in accordance with the Township's Special Event By-law; Co-ordinates all activities associated with the production of assigned Township events including planning, locating equipment and entertainment, budgeting, promotion, fundraising, sponsorships, media and public relations, etc.;
- e) Works closely with the community and stakeholders to identify, develop, promote, implement and evaluate community development and recreation plans;
- f) Initiates, establishes, and encourages partnerships with various groups and agencies; and acts as a resource to providing leadership and technical guidance;

- g) Assists in the development of the volunteer sector; recruiting, training and supervising of volunteers in the provision of recreation, community and special events programming;
- h) Assists the Manager, Community Services in the development of business, marketing and operating plans, preparation of master plans, policies and procedures, service standards and goals and objectives for the community services division;
- i) Responsible for various operating and capital budget projects, prepares proposals, reviews and controls expenditures and recommends opportunities for revenue growth/cost reduction. Monitors and reports on performance standards/indicators including financial performance and makes recommendations to address variances;
- j) Monitor performance of subordinate staff and contractors to ensure that duties and responsibilities as assigned are completed in a timely and efficient manner; monitor absenteeism, sickness and overtime and evaluate work performance, performing discipline as required, and recommend promotion of subordinates to the Manager, Community Services;
- k) Prepares Departmental seasonal content for the Community Information Guide and develops other marketing/engagement programs using social media channels and other marketing tools to ensure successful promotion of programs and events;
- l) Exemplifies *Public Service Excellence* in all contact with Council, staff, stakeholders and general public; receives, investigates and facilitates appropriate action on complaints to ensure satisfactory resolution;
- m) Attends meetings, participates on committees, task forces, project teams where required. Acts as a team coordinator for projects as assigned;
- n) Assists in the promotion and marketing of Oro-Medonte as a venue for community events. This includes development of promotional and event brochures for marketing and public relations purposes;
- o) Responsible for seeking additional funding sources such as grants, sponsorships and writing fundraising proposals and alternative funding strategies to supplement departmental budgets and service delivery;
- p) Represent the Township in legal issues and gives evidence in matters as required;
- q) Participate as a member of the Operations and Community Services Department's management team, providing input on departmental/divisional

- planning and strategic initiatives; lead and/or participate on project teams, as assigned;
- r) Ensure staff and volunteers are knowledgeable of applicable health and safety legislation, are trained to act appropriately in emergency situations, practice safe program delivery, safe work practices; ensure that documented procedural information is available, and that necessary reports/follow-up to such incidents are completed and reported accordingly;
  - s) Ensures work is conducted in compliance with the Occupational Health and Safety Act, WHMIS, applicable legislation, regulations, statutes, and departmental policies, procedures, practices and operational guidelines, and perform safe work practices. Reviews and revises health and safety procedures as applicable for Community Recreation;
  - t) Ability to respond to after hour emergencies on a 24/7 basis as required by the Township's Emergency Plan and associated policies/procedures, significant weather conditions/events, requests from emergency services personnel requests or to assist operations on an on-call basis as required;
  - u) Demonstrates commitment to personal and professional development by remaining current with new legislation, regulations, organizational theory and practices relating to the functions of the department in order that professional competence is maintained;
  - v) Undertakes representative duties as the Supervisor, Parks & Facilities for Facilities and Parks with the community, Provincial and inter-municipality as required/directed; and acts as an "ambassador" for the Township supporting and championing corporate goals and decisions within the community in a courteous, friendly and efficient manner to promote a high standard of customer service and public relations at all time;
  - w) Uses a network of professional contacts to identify opportunities, gather market intelligence and seek input to problems and to analyze new and emerging technologies; keep senior management apprised of opportunities and advances in technology that could provide economic or environmental benefit to the Municipality;
  - x) Prepares reports for upper management and Council as directed;
  - y) Other duties as may be assigned by the Manager or Director.

**COMMUNICATION:**

- a) Strong ability to problem solve, determine cause and effect, and evaluate various courses of action to recommend and communicate strategies;

- b) Instil confidence and provide recognition and encouragement to employees;
- c) Facilitate discussions and provide leadership which is representative of the Township's values while fostering transparency, engagement, empowerment, innovation and accountability;
- d) Deals effectively and tactfully with all stakeholders and general public in receiving, directing and relaying concerns to the appropriate staff;
- e) Communicate and liaise with Department Heads, co-workers, Council, public stakeholders, and community partners and agencies;
- f) Maintain confidentiality as per the requirements of the Municipal Freedom of Information and Protections of Privacy Act and Municipal Policy;
- g) Engages stakeholders and general public in proactive and ongoing communication through a variety of channels including social media.

**HUMAN RESOURCES:**

- a) Lead and manage human resources towards Departmental and Corporate objectives. Foster an environment of accountability, innovation/continuous improvement and empowerment anchored by the Township's commitment to Public Service Excellence;
- b) Assist the Manager to ensure that effective training programs are in place for the effective succession of human resources;

**KNOWLEDGE:**

- a) Sound knowledge of recreation/leisure leadership acquired through a College program and at least five years of experience;
- b) Knowledge and experience in community development, coordination of special events and municipal recreation programming; needs assessment/mapping; as well as general knowledge relating to the provision of parks and facilities;
- c) Knowledgeable and experienced in the areas of children, youth, adult and seniors program service delivery;
- d) Possess certifications in High Five Principles of Healthy Child Development, and Principles of Healthy Aging. Being certified as a High Five Trainer is an asset.
- e) Proficiency in both oral and written communication skills;

- f) Must be willing to work flexible hours including evenings and weekends at various locations;
- g) Competency with a wide array of computer software applications, including Microsoft Office, recreation software applications (Perfect Mind an asset), and social media applications;
- h) Strong interpersonal and leadership skills; understanding of principles of stakeholder engagement/empowerment, continuous improvement and transformational leadership;
- i) Understanding of labour relations/conflict management within a unionized environment and responsible for managing in accordance with the Collective Agreement and for harmonious employee relations within the Division;
- j) Ability to take a systems view, think critically and act appropriately in decision making and fulfillment of duties;
- k) Thorough knowledge and understanding of Health and Safety standards governing the Municipality under the Occupational Health and Safety Act;
- l) Knowledge and understanding of project management fundamentals;
- m) Thorough understanding of risk management, best practices and due diligence in the provision of recreation, special events, provision of community services;
- n) Must ensure a high level of confidentiality, integrity and professionalism, along with superior client service skills at all times;
- o) Excellent interpersonal, public relations, project time management, analytical, communication, presentation, record keeping, problem-solving and report-writing skills;
- p) Must possess and maintain a valid Class G Driver's Licence.

**PERFORMANCE STANDARDS:**

The Supervisor, Community Recreation & Special Events shall meet the level of satisfactory performance in each of their responsibilities as outlined in the job description and performance management program.

**Quality of Work**

- a) Based on measurable volume and compared against meaningful standards, taking into account any unusual conditions which affect output.

**Quality of Performance**

- b) Frequency of errors, efficient and effective use of resources, problem solving and quality and productivity of work.
- c) Measured in accordance with the Township's performance management program.

**Attitude**

- d) Must have a keen interest in working in a team environment and have excellent internal and external customer service abilities.
- e) Must be resilient and convey a positive influence towards the Operations and Community Services Department, other staff, Department Heads, Council and external stakeholders, and maintain a positive work environment that promotes teamwork and collaboration.

**Dependability**

- f) Shall assure one's own reliability, punctuality and attendance.

**Initiative**

- g) Works conscientiously, using resourcefulness and ingenuity to make sound decisions, and continuously seeks to improve processes by recommending operational improvements, cost and work efficiencies to further the business of the Corporation, striving for continuous improvement and excellence in service delivery.