

Municipality of the District of Lunenburg

Position Job Description: Summer Recreation Manager

Position Overview

The Summer Recreation Manager is an integral part of the summer recreation team with the Municipality of the District of Lunenburg. They are responsible for overseeing all aspects of the summer program, including hiring, training, and managing 12-15 staff.

Job Responsibilities

- Administer all aspects of the summer program
For example:
 - develop a calendar of program and events for the summer
 - develop summer program descriptions with the management team
 - book facilities as needed
 - purchase equipment and materials
 - investigate and respond to concerns and complaints
 - cooperate on joint community/department programs and events
 - conduct overall program evaluation and recommendations
 - assist in the continued development of summer policies and procedures

- Supervise summer office staff and program leaders
For example:
 - assist the Program Coordinator with summer staff hiring
 - work with the management team to develop and implement staff training
 - provide guidance, leadership and resources
 - prepare the summer staff manual with the management team
 - cultivate teamwork and comradery
 - coordinate program assignments, staff schedules and hours of work within the budget
 - lead weekly staff meetings
 - conduct onsite program visits
 - evaluate staff performance and reward staff achievements

- Manage office procedures
For example:
 - coordinate program registration, lunch hours, and staff meetings
 - liaison with Program Coordinator on purchasing and payroll matters
 - liaison with the Recreation Secretary on registration/program procedures
 - assist the Program Coordinator with budget control
 - respond to enquiries, complaints and program requests
 - coordinate summer end reports

- Program Leadership
For example:
 - Manage youth leadership program (Leaders in Training)

Essential Criteria and Competencies

- Recreation programming and leadership experience. Preferably a student of Recreation or Kinesiology
- Administrative skills and experience
- Knowledge of programming for special events, crafts, games, camping and sports for all ages
- Supervisory skills and experience an asset
- Knowledge and/or experience with risk management in recreation programming
- Conflict resolution skills
- Excellent leadership skills
- Excellent oral and written communication skills
- Computer skills (word processing, Internet)
- Access to a vehicle for the duration of employment
- Emergency First Aid and WHMIS

Direct Reporting Hierarchy

Reports to: Recreation Program Coordinator

Supervising Others: Summer Program Managers; Program Leaders; Leaders in Training

Compensation

Hourly Wage: \$15.50-\$17.50

Mileage Rate: \$0.467/km

Work Conditions

- Semiprivate office
- Air conditioned
- Summer office at the MARC, mid-late April to late August
- Weekly schedule varies
- Some evening and weekend work required

Personal Attributes

- Friendly, outgoing personality
- Personal interest in recreation
- Flexible and able to adapt to change