



RECREATION & FACILITIES SERVICES MANAGER

The Corporation of the **TOWN OF MATTAWA** in the District of Nipissing is an urban community with a catchment area population of approximately 3,675.

The Town of Mattawa is seeking a **RECREATION & FACILITIES SERVICES MANAGER**: this person must be a strongly motivated, knowledgeable, well-organized individual to undertake various recreation, tourism, and special projects functions.

The Manager is responsible for the administration of related community development programs and services including the Arena, Parks and other Town Facilities such as the Mattawa Travel Information Centre, Marina, Library, and Museum.

The Manager directly supervises five support staff and is responsible for the preparation and monitoring of an annual budget.

The ideal candidate should have the following qualifications:

- Diploma in recreation planning, leisure studies or facility management is preferred.
- Minimum 5 years of experience in a related field such as recreation development, applied health, facilities and property management.
- Knowledge of comprehensive recreation and leisure service delivery systems.
- Knowledge of parks and facilities development, construction methods, facility maintenance and energy management.
- Organizational, analytical and planning skills to effectively access, direct and manage the related programs and services.
- Management skills to supervise, motivate and energize staff.
- Ability to provide effective leadership to the management team.
- Strong interpersonal skills to interact with staff, public, Council, and volunteers, and maintain effective relationships.

Interested applicants are invited to send a resume with cover letter to Raymond A. Bélanger, CAO/Treasurer to raymond.belanger@mattawa.ca, which must be received on July 28, 2017, quoting "Recreation & Facilities Services Manager" in the subject line.

Salary: Salary scale is \$60,000 to \$ 70,000 (40 hours per week).
Excellent benefit package available. For a complete job description, please see our website www.mattawa.ca