



# CORPORATION TOWN OF MATTAWA

## EXTERNAL JOB POSTING

### **PERMANENT FULL-TIME PARKS & RECREATION SUPERVISOR**

The Town of Mattawa, an equal opportunity employer, is looking for an energetic and motivated individual to fill the role of Parks & Recreation Supervisor.

#### **DESCRIPTION:**

This position will report to the Director of Community Services and will manage staff and physical and financial resources. The successful candidate will also lead in the operation of the Town's recreation and cultural programs as well as the maintenance of parks and facilities.

#### **QUALIFICATIONS:**

##### Essential

- Two to three years of work-related experience such as recreation development, applied health, facilities and property management.
- University degree or college diploma in recreation planning, leisure studies or facility management or equivalent work experience
- A thorough knowledge of comprehensive recreation and leisure service delivery systems.
- Knowledge of parks and facilities development, construction methods, facility maintenance and energy management.
- Knowledge of budgeting practices and processes and expenditure management
- Detailed knowledge of and the ability to interpret and administer a variety of regulations, acts, policies and guidelines.
- Organizational, analytical and planning skills to effectively access, direct and manage the related programs and services.
- Management skills to supervise, motivate and energize staff.
- Communication skills, both verbal and written, to prepare reports, make presentations
- Strong interpersonal skills to interact with staff, public, Council, and volunteers, and maintain effective relationships.
- Valid Ontario G Class Driver's Licence and a clean Driver Abstract

##### Asset

- Management experience in a related field
- Experience with unionized employees
- Working knowledge of any associated legislation, regulations, acts or by-laws
- Knowledge of current management principals and theories as they relate to the programs and services of local government.

The Town of Mattawa recognizes that every applicant has a right to equal treatment with respect to recruitment and employment without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability.

The Town of Mattawa is committed to maintaining accessible hiring and recruitment practices including providing reasonable accommodations in all parts of the hiring process for persons identifying as having a disability.

If you are an experienced Parks & Recreation Supervisor ready to drive positive change in a dynamic municipal environment, we invite you to apply. Help shape the future of Mattawa and contribute to a community that values innovation, collaboration, and progress.

**Hours of work:** 8:00 a.m. to 5:00 p.m. Monday to Friday (40 hours/week). This is an on-site position.

The annual salary range for this non-union position is \$54,200 - \$62,100. We offer an employer paid comprehensive Health and Dental benefit package, as well as an Employee Assistance Program. The Town of Mattawa is an Ontario Municipal Employees Retirement System (OMERS) Employer. For more information on the benefits of a defined benefit pension plan please visit <https://www.omers.com/>

Qualified individuals interested in being considered for this position are requested to submit a resume and covering letter **in one PDF document via email to: [director@mattawa.ca](mailto:director@mattawa.ca)**

**This posting will close at 5:00pm, November 29, 2024.**

While we appreciate the interest of all applicants, only those selected for an interview will be contacted.

Applicant information is collected under the authority of the Municipal Freedom of Information and Privacy legislation and will be used strictly for the purpose of candidate selection. Accommodation will be provided in all parts of the hiring process as required under the Town's Accessibility Policy. We encourage applicants to make their needs known to the CAO in advance.