



Kentville Parks and Recreation Department

Manager of Parks & Recreation Facilities

The Town of Kentville is a thriving community located in the heart of the Annapolis Valley, Nova Scotia. Well known for having an abundance of recreation offerings, residence and visitors have access to multiple different trail systems, nature reserves, an internationally ranked mountain bike park, multiple top-end sport fields and facilities, community events and celebrations, and award-winning programming. Kentville offers big city opportunity in a small-town atmosphere. To learn more about Kentville please visit www.kentville.ca

Our commitment to equity, diversity, and inclusion

The Town of Kentville recently adopted our first Accessibility Action Plan, a testament to our commitment to developing and supporting a more diverse, inclusive, and equitable environment for all staff and community members. We encourage applicants from equity deserving populations to self-identify in their application. We continue to focus on equity, diversity, and inclusion (EDI) as part of this framework and are committed to continuing our education and awareness as an organization. We do this by following our Respectful Workplace Policy, hosting regular education sessions for staff, and through the creation of an internal committee focused on moving forward with all recommendations outlined in the town's Accessibility Action Plan. If you have questions on how we can ensure a safe place of employment, or how the hiring process can accommodate your needs, we invite you to reach out and contact us.

Your opportunity

We are looking for an experienced facility and park management professional to join our team. Reporting to the Director of Parks and Recreation, you will be responsible for all facility management and operations of the town's recreation facilities. This includes sport fields, trails, parks and playgrounds, arena, tennis courts, outdoor pool, beautification, and nature reserves. You will also be responsible for supporting capital project planning and management and providing input to the Director of Parks and Recreation regarding standards and quality of work, request for proposals and project awards. Finally, you will be responsible for leading a dynamic parks and facilities team as well as working alongside community partners and conservation groups to ensure the highest standard of service is maintained within all our parks and recreation facilities.

Why work with us?

Being a part of the Kentville parks and recreation team means you will be working in a dedicated, positive, and supportive environment. Our department is known for its high standard of service, its dedication to innovation, and its commitment to serving all members of our community. We do this because we value our people and we're passionate about what we do. Really passionate. Our department has an environment that offers support and encouragement so you can achieve your professional goals. Trust, accountability, and fun are the foundations of our workplace culture.

Flexibility/working remotely: This is a job that often requires you to be onsite and you are provided with an office. However, to support work/life balance there is also an option to be able



to spend part of your time working from home. You will be supplied with all the technology needed to make this happen.

Wellness Fund: We provide a \$150 annual wellness benefit to all employees. Your wellbeing matters to us.

Benefits: Your employee benefits include access to a health and dental plan, vision care, disability insurance, employee assistance program and life insurance. As well, we offer a matched pension plan of 8.0%, access to a professional development budget, a smart phone and use of a town vehicle.

Vacation: We provide an excellent vacation package and expect you to use it!!

Fun: This can't be stressed enough; the Parks and Recreation Department is built on equal parts hard work and fun. We make connecting and playing together a priority. And we celebrate birthdays because you need to be reminded of how important you are to us!

Location: You will be working in the Town of Kentville, and lucky for you this is a great place to live, work and play (thanks in large part to the work that you will be doing!).

Job Duties

Supervisory Responsibilities

- With support from the arena and park leaders, you will plan, organize, oversee, coordinate, and review the work of all staff related to parks and facilities.
- You will be responsible for all hiring, training, disciplining, directing and dismissing of all fulltime, part-time, and seasonal parks and facilities staff, including unionized employees. This will be done in accordance with the Town of Kentville's Human Resource Policy Manual.
- Recruit, train, supervise, mentor volunteers as needed to effectively operate the various municipally owned and/or operated recreation facilities.
- Work with not-for-profit organizations to provide work placements for students and support in a mentorship capacity.

Parks, Trails, Recreation Facilities

- Oversee work performed by consultants and contractors.
- Meet with contractors, engineers, a variety of outside agencies and the public in acquiring information and coordinating parks, trails, and recreation facility maintenance matters as necessary.
- Prepare, review, and present various reports as necessary.
- Provide general oversight and management of municipal parks & recreation facilities.
- Assist in the preparation of annual capital and operational budgets for all parks, trails, and recreation facilities and further coordinate and monitors the expenditure/receipt of funds.
- Work to support urban forest health and prevention of invasive species, in partnership with community organizations.
- Recruit and book events to support arena revenue in the off season.
- Ensure that facility equipment and supply inventory is maintained.
- Ensure regular safety inspections on equipment/facilities and safeguard municipal assets.



- Develop and oversee the implementation of risk management plans as it pertains to municipal parks and recreation facilities.
- Develop and oversee a Parks and Open Space Master Plan
- Develop and oversee a Recreation Facility Master Plan that includes new builds and asset management.
- Educate and advocate for inclusive recreation spaces, opportunities, and services.
- Ensure federal, provincial, or external grant opportunities are sought as necessary.
- Facilitate the booking of groups into municipal recreation parks and facilities.
- Work closely with the Parks and Recreation staff to ensure the success of all programs and events.
- Work with community groups to support their facility rental needs
- Attend and participates in professional group meetings and conferences.
- Stay abreast of new trends and innovations in the field of parks and recreation facilities maintenance.
- Provide effective leadership and service delivery by responding to community complaints or inquiries in a timely manner.
- Perform other job-related duties as assigned.

Our requirements:

- At least 5 years of managerial level experience.
- A degree/diploma and/or a combination of equivalent training, education, and experience.
- We are looking for a collaborative leader who loves their work and supports a great team.

Bonus:

- You have a background in urban forest management and/or horticultural experience.
- You have experience working with and engaging with Indigenous communities in land care related initiatives.

Job Type: Full-time, Permanent

Schedule: Monday to Friday with some evening and weekend work as required

To Apply: Please send your cover letter and resume as one document to recreation@kentville.ca,

or drop off or mail your application to

Kentville Parks and Recreation Department
354 Main Street, Kentville B4N 1K6

Deadline: February 21st, 2022, 4:00pm EST

For more information about this opportunity, please call 902-679-2541