



## **Director of Parks, Recreation and Culture**

The Township of South Glengarry is currently seeking a qualified, experienced, and innovative individual for the position of Director of Parks, Recreation & Culture. The ideal candidate must have a highly positive and professional demeanor, be a self-starting, problem solving individual with strong attention to detail and a drive for customer service and teamwork.

The Township of South Glengarry is a vibrant rural municipality boasting beautiful parks and natural areas, family-friendly events, rich heritage and strong Celtic traditions. Ontario's easternmost municipality, South Glengarry is close to major highways and is within commuting distance to Ottawa and Montreal. With over 13,000 residents, South Glengarry's agricultural roots are highlighted annually in Canada's oldest annual fair. Spanning an impressive 45 kilometers along the St. Lawrence River, residents and tourists alike enjoy our waterfront vistas and activities.

### **Job Profile**

Reporting directly to the CAO, the Director of Parks, Recreation & Culture is responsible for the management and oversight of recreation and sports/arts/culture programs and services as well as the management and maintenance of designated Township facilities and parks.

### **What you will be doing**

- Provide leadership, direction and general administrative oversight to the Parks and Recreation Division.
- Serve as a member of the Township's management team and collaborate with Township departments on strategy and policy to ensure the Township's mission and core values are incorporated into operational activities and services.
- Support and develop culture through employee growth and work processes.
- Maintain contact with the Provincial/Federal Ministries and Departments concerning the impact of government policies relative to services.
- Support grassroots recreational, organizational and community initiatives and volunteers in the delivery of needed recreation and culture programs and maintenance of facilities.
- Ensure employees work in compliance with the Occupational Health and Safety and regulations and Township Health and Safety Policies and Procedures.



## **Education & Experience**

Post-secondary education in Recreation Management, Recreation, Public Administration, or a related discipline. Five (5) years' experience in recreation and/or facility operations with a minimum of two (2) years in a management position with supervisory experience.

## **Compensation**

This position is within Level 5 of the Non-Union Salary Schedule and has an annual salary range of \$80,264 - \$94,428. We offer a comprehensive benefits package and are an Ontario Municipal Employees Retirement System (OMERS) employer.

Qualified and interested candidates must submit their cover letter and resume via email to: Cyndi DeVries Human Resources Advisor [cdevries@southglengarry.com](mailto:cdevries@southglengarry.com) no later than **May 14, 2021 -4:00pm**. A complete job description can be found on the Township's website. [www.southglengarry.com](http://www.southglengarry.com)

In accordance with the "Municipal Freedom of Information and Protection of Privacy Act", personal information is collected under the authority of the Municipal Act, 2001, as amended, and will be used for the purpose of candidate selection.

Accommodations of persons with disabilities are available for all parts of the recruitment and selection process. Applicants need to make their required accommodations known in advance to the Human Resources Advisor, or designate.

We thank all applicants and advise that only applicants selected for an interview will be contacted.