

## Director, Recreation Services

Municipality of Ritchot is looking for someone to...

Lead the development and delivery of public recreation services that foster community growth, strengthen municipal assets, and enhance the overall well-being of residents. The Director of Recreation Services will collaborate with municipal partners, community organizations, and volunteers to support sustainable and meaningful recreation in Ritchot

This is a **full-time** employment position.

The goal of the role is to:

- Promote a culture of recreation, wellness, and community engagement within the Municipality of Ritchot.
- Work collaboratively with the community to develop and enhance recreation services, programs, and events that have a lasting positive impact.
- Provide strategic leadership and oversight to ensure the effective delivery of recreation initiatives.

You will:

- Establish long-term plans. Plan the work, then work the plan.
- Develop and oversee the recreation department budget, ensuring financial sustainability.
- Lead the development and implementation of recreation policies, municipal funding administration, and strategic initiatives.
- Provide leadership to a dedicated team
- Foster partnerships with community organizations, volunteers, and stakeholders to support recreation services and enhance community engagement.
- Oversee the development and enhancement of green spaces, parks, and trails.
- Represent the voice of recreation and community in assisting Council with establishing priorities and plans.
- Lead the design and implementation of special events that bring the community together.
- Assist community organizations in accessing grants and other funding opportunities.
- Provide resources and support to strengthen volunteer organizations and sustainable recreation initiatives.

You are someone who:

- Believes that recreation has the power to bring people together, build stronger communities, and improve quality of life.
- Dedicated to creating a welcoming environment where everyone has a sense of belonging and feel connected and can thrive

- Has strong financial management, and grant writing skills.
- Demonstrates excellent leadership, project management, and planning abilities.
- Has experience working with municipal governance, non-profit organizations, and volunteer-led initiatives.
- Possesses strong verbal and written communication, public relations, and problem-solving skills.
- Is an effective collaborator with the ability to engage diverse stakeholders.
- Five years' experience and post-secondary education in recreation, sport management, event management, volunteer management, community development, or a related field. An equivalent of experience and education will be considered.
- Bilingualism (French/English) is considered an asset.
- Has a valid driver's license and access to a personal vehicle for work-related travel.

#### Benefits:

- Potential for hybrid working with a large degree of flexibility and autonomy.
- A strong focus on work-life balance—our team works hard, but we encourage a culture of balance and well-being.
- Professional development opportunities to support your career growth.

#### Compensation

- There is a five step salary scale is currently set at \$76,482.28 to \$89,783.86
- Starting salary will depend on experience.
- Paid vacation
- Extended health and dental benefits and a pension plan(Municipal Employees Benefits Program)

If this role is right for you and you are looking to make an impact in our communities, we encourage you to apply. Please send us a cover letter and resume via email to [recreation@ritchot.com](mailto:recreation@ritchot.com). The complete job description can viewed on our [website](#). The position will remain open until filled however applications will start to be reviewed on March 24, 2025.