



**Parks and Recreation Department
Recreation Specialist**

The City of Pembroke Parks and Recreation Department is currently seeking a **Full-Time Recreation Specialist** to join their team.

About Us

The City of Pembroke is the Heart of the Ottawa Valley. You can do it all from beautiful Pembroke thanks to our unparalleled quality of life, competitive property costs, cost of living, critical infrastructure, healthcare, education resources, and proximity to Ottawa. Enjoy a work-life balance set according to your terms in Pembroke. Learn more about us at www.pembroke.ca

Position Summary:

The Recreation Specialist will assist the Director in a leadership role to oversee the core recreation initiatives of the department, which include programming, events, and recreation opportunities in alignment with the Parks and Recreation Master Plan.

Qualifications:

- Successful completion of an approved diploma course in Recreation or diversified background in strategic planning, finance, managing projects, community programming, recreation facilities or related fields.
- Proven successful and progressive leadership experience in the field of recreation programming, special events, and/or marketing for a minimum of one (1) year.

Hours of work:

1820 hours annually (35 hours a week) with occasional overtime.

Salary and Benefits:

- \$68,196 - \$85,245 annually.
- Extended Health Care, Dental, Vision, Life Insurance, Long Term Disability and Accidental Death insurance.
- 15 days' vacation, increasing with years of service plus 2 wellness days.
- OMERS defined pension, including 100-per-cent employer matching.
- Professional development and skill-based training opportunities.
- Employee and Family Assistance Plan.

Applicants are invited to submit in confidence a detailed cover letter and resume by 12pm on **March 7th, 2025**.

Arin Crinnion - Human Resources Coordinator
City of Pembroke
1 Pembroke St. East, Pembroke, ON K8A 3J5
Email: HR@pembroke.ca

The City of Pembroke is an equal opportunity employer and encourages applications from all qualified individuals.

We are therefore happy to accommodate any individual needs in keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require an accommodation in order to participate in the hiring process, please contact us to make your needs known in advance.

We thank all candidates for their interest, however, only those selected for an interview will be contacted. No telephone calls please.

Personal information submitted will be used for the sole purpose of this competition. It is collected under the authority of *The Municipal Act, RSO 2001*, and will be used in accordance with *The Municipal Freedom of Information and Protection of Privacy Act* for employment purposes

City of Pembroke
Parks & Recreation Department

TITLE:	Recreation Specialist
DEPARTMENT:	Parks & Recreation
REPORTS TO:	Director of Parks and Recreation

Position Summary:

The Recreation Specialist will assist the Director in a leadership role to oversee the core recreation initiatives of the department, which include programming, events, and recreation opportunities in alignment with the Parks and Recreation Master Plan. This position plays a key role in promoting community engagement and advancing active living, through the oversight of roles within the department.

Education/Qualifications/Experience:

- Successful completion of an approved diploma course in Recreation or diversified background in strategic planning, finance, managing projects, community programming, recreation facilities or related fields.
- Proven successful and progressive leadership experience in the field of recreation programming, special events, and/or marketing for a minimum of one (1) year.

Skills and Abilities:

- Possess effective leadership, interpersonal, communication, marketing, public relation and organizational skills.
- Capable of supervising projects as it relates to recreation and the department with a high sense of responsibility.
- Proficient in the use of computer applications including Microsoft Word, Excel Outlook and social media platforms.
- Successful grant writing skills would be an asset.

General Scope of Duties:

- Assist with developing, managing and supervising recreation projects which promote active living and community engagement.
- Collaborate with community stakeholders, including residents, local organizations and educational institutions, to assess and fulfill recreational needs within the community.
- Research and solicit funding opportunities including grants, to foster growth in recreational activities within the community.
- Assist and oversee the delivery of the Parks & Recreation Master Plan and evaluate its progress with annual milestones.
- Design marketing and promotional materials to include community outreach including department semi-annual recreation guides.
- Attend a variety of appointed committees and act as a City resource as directed.
- Maintain awareness of accessibility, inclusivity and access to recreation.
- Advance community wellness through increased programming opportunities.
- Optimize the use of parks space and recreation facility spaces through partnership opportunities and studies.

- Provide administrative support within the department, including the Director to ensure seamless workflow.
- Assist with the preparation of agendas, meeting materials and prepare and edit correspondence, communications, presentations and other document related to Parks & Recreation operations.
- Attend Council meetings as required.
- Enhance and prepare updated and new agreements for the department with community stakeholders.
- Handle day to day inquires from the public and effectively directing them to the proper channels.
- Assist with the development of SOP's.
- Able to perform other related duties as assigned from time to time.

Decision Making and Judgement:

- Budget Management: Assist with annual budgets for Parks & Recreation initiatives including the Parks and Recreation Master Plan.
- Draft and deliver Council reports as required.

Accountability:

- Parks & Recreation Master Plan: Assist the Director in the oversight of the delivery of the Parks & Recreation Master Plan.
- Legislated Acts related to, but not limited to the Ontario Occupational Health and Safety Act and Regulations, Municipal Act, Employment Standard Act.
- Posses an understanding of public liability.

Leadership/Supervision:

- Manage a variety of full time and seasonal recreation positions including the Recreation Programmer to ensure seamless transition and continuation of recreation opportunities on a regular basis.
- Provide a leadership role in the enhancement of recreation services within the department.

Interpersonal Skills and Contacts:

Internal

- Council
- Senior, support staff and staff of other departments

External

- General public
- Government ministries and regulatory officials/agencies
- Other municipalities, stakeholders and user groups.

Working Conditions:

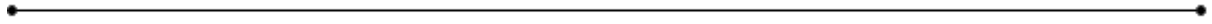
- Office Environment
- Required to work 35 hours per week.
- May be required to attend evening meetings.
- Overtime work may be required.
- Travel may be required for training.

- Hold a valid Ontario Driver's License.

Physical Skill and Effort:

- Physical effort will be required at times in the oversight of recreation initiatives.

Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately, and ensuring overall compliance with the City's health and safety program. Follows all guidelines and requirements for employees and employers as legislated under the Ontario Occupational Health and Safety Act.



The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this position.



Hours of Work: 35 hours/week (8:00 AM to 4:00 PM) Monday to Friday
Occasional overtime.