As the most northerly township in the County of Simcoe, the Township of Tiny offers 70km of coastline along beautiful Georgian Bay. The municipality’s approximate population of 13,000 residents at least doubles in the summer as the region is a popular destination for both tourism and cottagers due to its beautiful waterfront areas and small-town appeal.

The Township of Tiny is currently seeking a qualified candidate for the position of Director of Recreation and Special Events.

Reporting to the Chief Administrative Officer, the Director of Recreation and Special Events is responsible for providing strategic and operational leadership to the Township’s Recreation and Special Events Department. More specifically, the Director of Recreation and Special Events oversees all aspects of the Township’s recreation programming, youth and senior services, special events, volunteer initiatives and facility booking processes, including, but not limited to, staff supervision, policy and program development, budgeting, community engagement, strategic planning and ensuring legislative compliance.

Qualifications

The ideal candidate possesses the following:

- 5 to 7 years of related work experience in recreation programming and parks and facilities with a minimum of 5 years of senior management experience, preferably in a municipal environment.
- Sound knowledge of recreation leadership, volunteer management, community development and facilitation of special events and municipal recreation programming.
- Thorough knowledge of recreation programming trends and opportunities and community development techniques.
- Demonstrated experience developing policies and standards in the operation of municipal services.
- Short and long-term budget planning and financial management experience.
- Working knowledge of Microsoft Office Suite of products (Word, Excel, Access and PowerPoint), including Recreation Software (training and user experience)
- Strong organizational skills and demonstrated ability to operate independently, handle multiple job responsibilities, set priorities, problem solve and work with all levels of staff, while appreciating the responsibility of meeting tight and conflicting deadlines.
- Demonstrated ability to use tact and diplomacy in dealing with sensitive and confidential topics in a political environment.
- Excellent interpersonal, organizational and communication skills as interaction is with a variety of individuals both inside and outside of the Corporation. Communication with staff, council, government agencies, consultants and the public may involve complex and detailed exchanges and requires strong problem-solving skills. A wide range of communication skills will be required to support mentoring/coaching, negotiations and presentations to address varied situations and to assist Council and the Chief Administrative Officer.
- Familiarity with the Township’s corporate mission, vision and values.
- A valid Ontario Class “G” Driver’s licence.
- Satisfactory vulnerable sector screening check.
- Bilingualism in French and English considered to be an asset.
Hours of Work
35 hours per week

Rate of Pay
The Township of Tiny offers a competitive compensation and benefits package. Pay Rate - $57.59 to $71.99 Per Hour

Visit www.tiny.ca for a detailed job description.

How to Apply
Qualified applicants are encouraged to submit a resume and cover letter to:

Human Resources
Township of Tiny
130 Balm Beach Road West
Tiny, Ontario L0L 2J0
Fax: (705) 526-2372
Email: humanresources@tiny.ca

Resumes will be accepted until 12pm on July 19, 2024. We thank all applicants who apply for this position but only those selected for an interview will be contacted.

Accessible Accommodations
The Corporation of the Township of Tiny is committed to an inclusive and barrier-free recruitment and selection process. Please inform us should an accommodation be required at any point in the recruitment process. Information received relating to accommodation needs of applicants will be addressed confidentially.

Disclaimer
Personal information collected will only be used for candidate selection, in accordance with the Municipal Freedom of Information and Protection of Privacy Act R.S.O., 1990, c.M.56.