

JOIN OUR TEAM!



THE ROLE

Supervisor, Community Programs & Events

This is a temporary full-time (until approximately November 14, 2025) role at the County, with an annual compensation range of \$83,247 - \$101,283.

THE OPPORTUNITY

Lead and mentor the Programming Unit (including Community Recreation Programmer, Facility Booking Clerk, seasonal staff and volunteers) to ensure compliance with regulations and achieve strategic goals. Oversee volunteers planning County Festivals & Events, ensuring all processes meet legislative and operational standards.

THE PERKS

- EFAP Program
- Hybrid Work Options
- Employee Recognition
- Wellness Programs
- Safe & Friendly Work Culture
- Professional Development
- Defined Benefit Pension
- Banked Time-Off



- Community College Diploma relative to the area of responsibility.



- Minimum 3 years of current related experience.
- Municipal Recreation experience is an asset.



- Critical Thinking
- Cognitive Flexibility
- Initiative

THE COUNTY

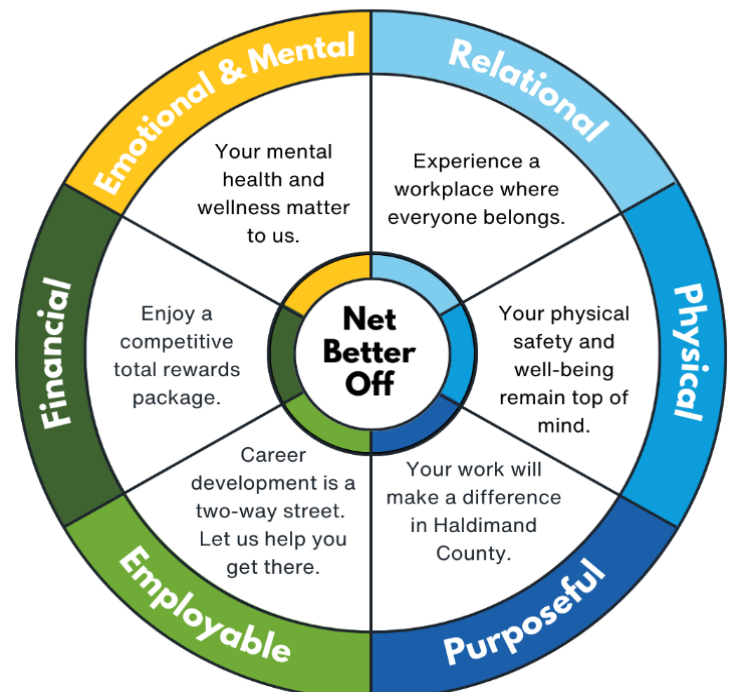
Haldimand County is committed to providing valuable work experience for students - without having to leave your community. Student positions are designed to provide leadership opportunities with future room for growth. With a focus on excellence, our County stands as an outstanding place to work and live. By joining our dynamic team, you open the door to a rewarding experience where we prioritize the skills to help you grow.

At Haldimand County, we believe in the Net Better Off philosophy. This means we're passionate about helping our staff thrive and advance in an inclusive workplace.

THE NEXT STEPS

If this sounds like you, please submit your application online at www.haldimandcounty.ca/careers.

This posting closes on **July 26, 2024 at 4:30 p.m.** Visit our careers page for more opportunities.



JOB DESCRIPTION

Supervisor, Community Programs & Events, Community Development & Partnerships

POSTING #: NU-2024-14	Employer Group: Non-Union
POSTING PERIOD: July 12-26, 2024	Reporting To: Manager, CDP
Grade: 9 Wage Range Annually: \$83,247 - \$101,283	Position Status: Temporary Full-Time (until approximately November 14, 2025) Hours Worked Per Week: 35 Location: Haldimand County Administration Building

CORE COMPETENCIES:

Critical Thinking | Cognitive Flexibility | Initiative | Interpersonal Communication | Diversity & Cultural Intelligence

POSITION SUMMARY:

Supervise, lead and mentor staff in the Programming Unit (Community Recreation Programmer, Facility Booking Clerk, seasonal staff, volunteers) as well as the volunteers who plan and host the County's Festivals & Events including overseeing the process to ensure compliance with all associated regulations/legislation and to meet the strategic and operating goals and objectives of the Unit/Division/County.

Foster collaboration and teamwork with staff and community partners to initiate, develop and deliver recreation programming and events promoting community vitality and healthy living, achieving the goals of the community and strategic objectives of Haldimand County. Additionally, implement corporate policies and procedures relative to recreation programs, community events, service delivery and volunteer management; and ensure facility bookings, concession/vending operations and registrations are managed according to corporate policies and to maximize revenues; this includes administration of the Public Conduct on Haldimand County Property policy in a fair and consistent manner.

QUALIFICATIONS, KNOWLEDGE & SKILLS

Education

- Community College Diploma relative to the area of responsibility.
- Advanced certifications in aquatics/pool operations including Aquatics Supervisor/Aquatics Manager Certification, and, currently or previously certified in all of the following: National Lifeguard, Lifesaving Swim Instructor and Lifesaving 'Bronze Family' Instructor and Examiner.
- Special consideration will be given to applicants with:
 - Certified Pool Operator

Experience

- Over 2 years and including 3 years of current related experience.
- Special consideration will be given to applicants with the following:
 - Work experience as a recreation/aquatics supervisor.
 - Worked in a municipal recreation setting.
 - Worked with volunteers

Knowledge/Skills

- Good understanding of municipal government, its operations and services.
- Sound understanding of legislation, regulations and policies relative to area of responsibility that affects programming and event management responsibilities.
- Demonstrated people and program planning, implementation and management skills.
- Good knowledge of business processes, corporate policies, administrative requirements and financial management methods to recommend and assist with the development of programs and Division goals and objectives and to apply relevant current management, technical and operating practices to Unit operations.
- Valid Ontario driver's license and access to a reliable vehicle.
- Excellent verbal and written communication skills with the ability to influence, motivate, provide training, using flexible communication styles and to ensure suitable agreement, so decisions are reached.
- Demonstrated initiative, and ability to make decisions involving multiple routine tasks, affecting department level.
- Demonstrated ability to work independently referring only major problems to supervisors/managers.
- Demonstrated ability to exercise significant discretion and sensitivity involving regular work with confidential information.
- Proven ability to provide sound financial advice.
- Demonstrated analytical and problem-solving skills involving occasional ingenuity, and minor refinement of procedures when necessary.
- Demonstrated capability to act as a leader within a functional area, including providing advice and training.
- Organizational skills with considerable attention to detail to avoid errors and ability to meet deadlines.
- Excellent interpersonal skills including the ability to work effectively in a team environment and guide interdisciplinary team-based discussions to increase staff morale , team building, collaboration, and community pride, including managing conflict and emergencies with tact, diplomacy, empathy, and conflict resolution skills to resolve issues.
- Technology Aptitude
 - Demonstrated intermediate computer skills to utilize various technological devices and programs while adhering to cybersecurity and best practices are followed.
 - Intermediate knowledge of MS Office (Word, Excel, Outlook, PowerPoint)

RESPONSIBILITIES

The incumbent is expected to but not limited to:

Corporate

- Contribute to the development, implementation communication, monitoring and ongoing continuous improvement of a broad range of policies, guidelines and procedures associated with programs and events to staff, volunteers, partner organizations and the public; policies include Festivals & Events, Facility Booking & Ice Allocation, Public Conduct on Haldimand County Property; agreements with school boards include Joint Use of Facilities;
- Ensure adherence to corporate and Department/Divisional goals and objectives in the completion of projects and activities;
- Ensure staff, contractors and community groups understand and safety conduct work within applicable Acts, regulations, by-laws and approved County policies and procedures.

People

- Establish and maintain constructive relationships with staff, County volunteers, community groups/volunteers, stakeholders, other public groups and counterparts in other municipalities; ensure cooperative relations with other levels of government and agencies;
- Responsible for hiring all Programming staff, including allocated seasonal staff and volunteers, to deliver programs and services; this includes responsibility for recruiting, training, mentoring, disciplining, evaluating and/or terminating staff/volunteers;
- Ability to be a trusted advisor and/or advocate and/or resolve sensitive and/or emotionally-charged situations (e.g. with children/families/staff; event organizers; third parties).

Money/Asset

- Develop the Community Programs & Events Unit operating and capital budgets, with staff assistance, for approval by Council; monitor and manage assigned portion of approved budget;
- Provide input to the Division annual operating and capital budgets (short-term and long-term) for approval by the Manager and General Manager;
- Identify opportunities to apply for third-party grants to support programming (e.g. Canadian Tire Jump Start);
- Responsible for the allocation and reconciliation of the County's Festivals & Events grants.

Functional

- General
 - Supervise all Unit activities to ensure compliance with operating standards, policies and by-laws, with emphasis on health & safety standards during programming/event implementation by staff/volunteers/community groups;
 - Liaise and coordinate activities with other Division staff, community groups and agencies as required to facilitate programming/event implementation and ensure understanding of outcomes through clear communication;
 - Respond to inquiries from both internal and external sources regarding community and County programs/services/events;
 - Develop and support programs, services, partnerships, events and projects to ensure that community and employee relations are enhanced and there is effective and efficient utilization of human and material resources;
 - Research and prepare reports and potential recommendations—as requested and/or to keep informed the Manager, General Manager, Senior Management Team, Council and others—related to programming, facility use, ice allocation and events' issues, opportunities and trends;
 - Manage all facility concession and vending agreements/contracts with third parties to maximize customer service and revenue generation;
 - Responsible for the development and implementation of volunteer management strategy as it relates to the area of responsibility, including leading the planning and delivery of the corporate annual Volunteer Recognition Night.
- Health & Safety
 - Demonstrate a commitment and adherence to health and safety legislation and regulations, including actively promoting safety awareness with direct reports, County staff and volunteers;
 - Knowledge and commitment to the safety of employees and the public attending programs and events, including a working knowledge of the Occupational Health and Safety Act and applicable regulations as it relates to the position (e.g. pool operations/programming/staffing);
 - Oversee coordination of CDP's annual Volunteer Health & Safety Education Program for community groups/partners/event organizers, in collaboration with staff from multiple Divisions.
- Community Programs
 - Supervise, lead, direct and mentor the Community Recreation Programmer, more than eighty (80) seasonal aquatics/camp staff and volunteers and the Facility Booking Clerk;
 - Oversee the delivery of high quality, accessible programs, activities and facility rentals for residents of and visitors to Haldimand County;
 - Prepare reports to Council and others, and make presentations supporting recommendations and/or plans for community contributions (monetary and in-kind) to enhance the delivery of services and programs;
 - Contribute to the development of recreation initiatives including: Healthy Communities Safe Streets to School, Best Start and Child Services.
- Community Events
 - Supervise the County's Festival & Events Program, with assistance from the Community Partnership Liaison, to: create consistently high quality and safe events for those attending; success for the event organizers; and, raise the profile of Haldimand County. Process includes: review of applications by a multi-disciplinary team; liaising with applicants to meet all policies, by-laws, provincial legislation and operating standards for the event; approval and issuance of permits; and, provision of grants (where applicable) and reconciliation;
 - Actively assist community event organizers/partners in building capacity and creating high quality events/activities/programs, including anticipating needs to maximize community and County success.

Demonstrate commitment to the Haldimand County code of conduct

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the job.

POSITION REQUIREMENT(S):

A current (within the last 6 months) Police Check	OPP LE 220 or Equivalent
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Haldimand County envisions all County staff to possess a high degree of Ethical Behaviour & Professionalism, Political Acumen, Relationship Management, Credibility, Flexibility & Adaptability, Empathy & Compassion, Entrepreneurship, and Customer Service.

Haldimand County is an equal-opportunity employer who strives for inclusivity and belonging for all. Accommodation is available at any stage of the hiring process to applicants with differing abilities. If you require accommodation at any stage of the hiring process, please contact us at hrhelpdesk@HaldimandCounty.on.ca.

County employees who are interested in applying for this position must complete the EMPLOYEE APPLICATION FORM via County's Intranet - FuNK and submit online with a resume and cover letter by 4:30 PM on the last day of this posting.

We thank you for your interest in working for Haldimand County. Only candidates selected for an interview will be contacted.