

# TOWNSHIP OF NORTH HURON

## POSITION PROFILE



Position Title: Director of Recreation, Children's Services & Facilities

Report to Title: Chief Administrative Officer (CAO)

Revised: November 2025

---

**Pay Range:** Band 11

**Position status:** Full time employee

**Pay method:** Salary

**Normal workweek:** 37.5 hours (as per employment contract)

**Overtime paid:** No (Management)

---

### A – POSITION DESCRIPTION

#### 1. Scope of Position:

Reporting to the Chief Administrative Officer, the [Director of Recreation, Children's Services & Facilities](#) provides leadership and direction to the Recreation and Children's Services Department. This position is responsible for the overall planning, development, implementation, administration, management, and operations of the Recreation and Children's Services Department in accordance with Council approved municipal policies and procedures, operating budgets and in accordance with municipal by-laws, provincial and federal regulations. This includes, but is not limited to, aquatic, fitness and recreational programming; children's programming, including on and offsite children's programs and services. This position is also responsible for the administration and management of recreational and children's services facilities inclusive of recreational fields, arenas, and childcare buildings.

This position participates in the development of corporate long-term planning and achieving strategic goals and objectives.

This position directly supervises the managers/supervisors of the Recreation and Children's Services Department.

This position is a member of the Senior Management Team and the Emergency Operations Committee.

#### 2. Key Responsibilities

- (a) Work with the senior management team to ensure the efficient, economical, and effective organization and administration of all departments, boards, and committees as determined by the by-laws of the Township and the direction of Council. To work with the senior management team to coordinate the development and implementation of policies, procedures, and systems to facilitate the workflow and communications between departments.

- (b) Direct and oversee the planning, development, implementation, and evaluation of township-wide recreation and children's programs and services including but not limited to aquatic, fitness, day camp, and recreation and children's programs and activities.
- (c) Ensure the effective and efficient implementation of Council approved programs and policies as it in relation to recreation, culture, and children's services. Ensure compliance with all relevant financial statutory and regulatory requirements.
- (d) Ensure all programs and services are operated in accordance to municipal by-laws and approved policies and procedures and provincial regulations and federal legislation.
- (e) Participate in the hiring process. Recommend hiring for positions; negotiate compensation and vacation allotment in collaboration with the Human Resources/Health & Safety Coordinator.
- (f) Direct staff, assign work, monitor department, and staff workloads; manage training and development, vacation schedule and absenteeism. Conduct annual performance evaluations, resolves staff issues and conflicts. Recommend merit increase to CAO. Undertake disciplinary measures, as needed.
- (g) Conduct research, prepare, and present reports to Council on a regular basis. Prepare draft lease agreements, service agreements, partnership agreements, and by-laws for Council approval.
- (h) To attend and participate in all Council, Committee and Board meetings as required.
- (i) To attend and participate in regular Senior Management Team (SMT) meetings.
- (j) Develop and prepare operating budgets. Monitor revenue, approve, and control expenses. Review and assess the need to increase revenue annually. Make recommendations regarding changes to user rates.
- (k) Develop and oversee the implementation of short and long-range goals and objectives, departmental policies and procedures, bylaws, etc. inclusive of recreational and childcare facilities (eg. Recreational fields (soccer, baseball, arenas) and childcare buildings, offices, spaces).
- (l) Research, identify, and prepare applicable applications for grants and alternate sources of funding and revenue, including subsidies, user fees, and partnerships. Manage the use of approved funding.
- (m) Advise the CAO on the recreation and children's policies and affairs of the Township, so that CAO can properly fulfill their responsibility to make appropriate recommendations to Council for the future progress of the Township. To participate in inter-departmental and inter-government projects as requested by the CAO.
- (n) Initiate and undertake various studies and community surveys on a regular basis to determine needs for the aquatic, fitness, recreation, and children's services. To evaluate the efficiency, economics, and effectiveness of existing recreation and children's programs.
- (o) Develop and maintain positive relationships with all recreation and children's services stakeholders in the community including other levels of government and private businesses.
- (p) Represent the Township at various local, county, provincial meetings.
- (q) Enforces the health & safety section of the employee's manual with recreation and children's services staff.

- (r) Respond to all recreation inquiries and feedback from the public, Council, staff, and other agencies etc. in a timely and professional manner.
- (s) To perform other duties as assigned by CAO.

### **3. Key Relationships**

#### ***Internal***

*Council members:* interaction as arranged with CAO.

*CAO:* interaction is as required

*Other Department Heads:* as required interaction re: inter-department activities and as part of Senior Management Team

*Managers/supervisors/coordinators of the North Huron Recreation and Children's Services Department:* daily interaction.

#### ***External***

*Public: daily interaction*

*Township Contractors & other professionals:* regularly

*Recreational community groups:* frequent meetings

*Children's groups:* as required.

*Other levels of government:* as required.

Strong interpersonal, political and communication skills are essential to perform this position competently.

### **4. Decision Making Authority**

The decision-making authority of the Director of Recreation and Children's Services is varied. The Director of Recreation and Children's Services oversees and directs the administration, management and operations of recreation and children's services. As a result, the Director of Recreation and Children's Services will make most of the strategic and management decisions concerning recreation, and children's services of the Township. The Recreation and Children's Services managers/supervisors will manage their staff in the implementation of the programs as directed by the Director of Recreation and Children's Services.

The Director of Recreation and Children's Services makes many decisions on their own within the framework of the Township policies and procedures as determined by the by-laws of the Township and the direction of Council. Judgement is required concerning the operation of recreation and children's services and programs. Some decisions will require the approval of the CAO and/or the Council.

The Director of Recreation & Children's Services is expected to make recommendations to the CAO for improving the efficiency and effectiveness of their duties.

This position is involved in the development of policies and procedures.

Judgement is required:

- to prioritize the many tasks in process at any time to ensure deadlines are met
- to interpret applicable laws, policies and procedures
- to provide advice to the CAO
- to deal with members of the public.

### **5. Problem Solving Responsibility**

The Director of Recreation and Children's Services is required to solve complex and varying problems. Often the problems require detailed analysis and research. Data must be collected from various sources. Projects can take weeks, months, or years to complete.

Often problems must be solved, and recommendations made autonomously and quickly.

---

## B – POSITION SPECIFICATIONS

To perform the Director of Recreation and Children's Services position competently, an individual must possess and agree to constantly update appropriate knowledge of municipal and related statutes and all those skills listed below under "3. Other Skills". This will involve taking seminars, courses and reading current publications.

The formal education & training work experience and other key skills of an individual must be evaluated simultaneously. For example, a person may not possess the minimum designation or degree but have compensating work experience.

### 1. Formal Education and Training

- *Minimum degree required:* Post-secondary education with a focus in Recreation Management, Recreation, Leisure and Children's Programming, Public Administration or a related discipline.
- Training in public administration or management, considered an asset.

### 2. Work Experience

### Minimum Years Required

Municipal experience at a senior management level	Five (5)
Experience in the operation of recreation programs	Five (5)
Experience in the operation of Children's Services and programming	Two (2)
Experience in program marketing and promotion	Five (5)

### 3. Other Key Skills

- Demonstrated management and performance management skills, including the ability to effectively lead a team.
- Proven leadership and human relations skills to develop, direct, motivate and support staff in developing and achieving goals.
- Strong project management skills.
- Demonstrated budgeting and financial management skills.
- Strong interpersonal and public relations skills.
- Proven oral and written communication skills with various levels of staff, Council, and public.
- In-depth knowledge of current trends and issues affecting recreation and children's services.
- Proven negotiation and conflict resolution skills.
- Strong time management skills.
- Thorough working knowledge of community programming including children's services, aquatics, fitness, and recreation programs.
- In-depth knowledge of recreation and children's services related by-laws, regulations, and legislation.
- In depth knowledge of the Occupational Health & Safety Act, Health Regulations, and local Health department requirements.
- Ability to function well under pressure, and to respond to frequently changing demands and priorities.

- Advanced knowledge of Microsoft Office Suite.
- Ability to operate in an unstructured environment involving the competing interests of many stakeholders including: elected officials, volunteer boards, and committees, civil servants from other levels of government and neighbouring municipalities.
- Valid driver's license. The position requires extensive travelling within North Huron.

---

## **C – POSITION CHARACTERISTICS**

### **1. Impact & Accountabilities**

The Director of Recreation and Children's Services is responsible to the CAO for the overall efficient and effective operation and delivery of recreation and children's services for the Township. This position is responsible for a significant portion of the Township's operating budgets.

Decisions made will have significant impact on Recreation and Children's Services. Problems to be addressed are complex, varied and require expertise and skill to solve.

- . A person performing this position competently can:
- save the Township significant dollar amounts.
- improve the physical & mental wellness of the North Huron public.
- improve the local image and therefore attract new business and residents.
- provide children's services to support the local economy.

### **2. Supervisory Responsibility**

Directly supervises the Recreation and Children's Services Departments.

---

## **D – WORKING CONDITIONS**

### **1. Physical Effort and Environment**

At times the Director of Recreation and Children's Services may have to work in excess of their normal workweek.

The Director of Recreation and Children's Services may have to respond to emergency situations.

The Director of Recreation and Children's Services may have to share on-call duties.

### **2. Mental Effort**

The mental strain resulting from the work of the Director of Recreation and Children's Services is considerable and constant. There are many interruptions. Decisions must be made quickly. Tight deadlines must be met. Problems to be addressed are complex and varied and require experience and skill to solve.