



MISSION: To create a community that provides peaceful living with high quality municipal services and wide-open spaces. We will plan and manage our growth responsibly and produce opportunities for our residents to enjoy a community that offers the services and amenities that provide for a high quality of life for all ages and for businesses to prosper.

MANAGER, COMMUNITY, RECREATION & STAKEHOLDER RELATIONS

The Organization

White City is a growing community located just 10 kilometers east of the City of Regina. White City is a welcoming place to live and invites people of all ages, cultures and walks of life. From meager beginnings as a cow pasture to today's vibrant and innovative community, many have jumped on the opportunity to call White City home. In the past 10 years White City has seen the population triple in size, welcoming over 800 new families to the community, making White City one of the fastest growing communities in Canada.

Energetic and forward-thinking White City is recognized as a premier location in the Regina area to live, work and raise a family. Those that live and work in White City believe it is a place to belong, enjoy life the way you want it to be and in keeping with the Town's identity, is a community that promotes "your way of life."

As exciting as this growth and expansion is, the Council, Mayor and Administration team of the Town of White City are keenly aware of the eminent need to expand education, recreation and community services in a well-planned and cost-effective approach. A full range of recreation and community service facilities are needed to keep pace with the increasing needs and expectations of a growing population. Adopting a similar approach used in other progressive cities and strongly supported by provincial funding, the White City Administration is working closely with the community to develop a plan that addresses recreational opportunities through the development of a comprehensive, integrated joint use facility to meet the needs of the growing community.

For further information please visit: <http://www.whitecity.ca/>

The Role

Reporting to the Town Manager, the Manager, Community, Recreation & Stakeholder Relations will oversee the Recreation Services team. In support of the organization's mission, this individual is responsible to lead, direct and manage all aspects of the community & recreation services and programs as well as related events. Leading a team of 4, and managing a combined budget of up to \$1.5M, the Manager has accountability for service and community programs, volunteer engagement and management and hosting community-based events such as; youth activities, education partnerships, family programs, services for seniors, and other initiatives. An integral member of the leadership team, the Manager will lead and oversee the Recreation Services strategic and business plans ensuring these plans are effectively implemented and objectives are achieved. A strategic priority will be the review and development of a Recreation Master Plan, which will allow for considerable focus to lead the capital planning process for a multi-purpose facility. The Manager will develop, nurture and foster multiple opportunities for partnering and investment in order to proactively plan this recreational and facility expansion to serve the needs of all residents.

Primary Accountabilities Include

Leadership

- Leads the recruitment, training, orientation and motivation of direct reports and volunteers; evaluates performance and provides feedback,
- Ensures all safety and security protocols are established, implemented, communicated and managed for all staff, volunteers and participants,
- Effectively communicates with colleagues, team members and volunteers to ensure they are kept current,
- Anticipates and manages issues as they arise; seeks middle ground for win-win outcomes,
- Seeks to improve processes or introduces new approaches to position the organization for success,
- Provides oversight and helps with creating and managing all schedules for activities, facilities and participants; leads and/or participates in activities as necessary, and
- Evaluates the effectiveness of activities and events; identifies opportunities for improvement and future needs.

Planning & Performance

- Participates in the planning process, identifies new initiatives in support of the organization's mission and vision including opportunities for the best value for money on behalf of the residents; puts forward proposals and related costing summaries,
- Creates and implements a Recreation Master Plan to identify current recreational offerings and needs; explores avenues to create additional recreational opportunities, events and long-range recreational improvement programs,
- Conducts research to assess the community service needs and interests with respect to recreation, sport, culture and related programs and events,
- Keeps current on best practices in cultural and recreational programming,
- Remains vigilant on the community expansion plans, while balancing competing demands for various culture and recreation offerings in the community with a priority to focus on fostering community building and developing strong connections and connecting people,
- In conjunction with the Town Planner, the Manager will work on the opportunity to design and develop requirements and standards for parks and green spaces in all new developments,
- Markets and promotes all activities using social media and other platforms to communicate and engage community members,
- Tracks data and information related to services, programs and events; solicits participant feedback and uses this information to inform future initiatives,
- Develops and presents reports outlining results of initiatives, and
- Prepares budgets and monitors expenditures to ensure costs are managed effectively and efficiently.

Stakeholder Relations

- Manages grant applications, sponsorships and/or partnerships for the delivery of services and programs,
- Develops and maintains credible and authentic relationships with various stakeholder groups including business partners, citizens, volunteers and businesses,
- Establishes and maintains business relationships and communication with education institutions, residents, council, the business community and regional partners as it relates to expanding culture and recreation in the community,
- Maintains awareness of provincial political environment and incorporates knowledge into budget and ongoing operations as appropriate,
- Represents the Town of White City as an ambassador at meetings with other municipalities, business partners and community stakeholders in the area,
- Ensures the Town of White City communicates and promotes service offerings and business development opportunities to existing and potential clients within its target market, and
- Develops an online-newsletter, website and survey tools to engage community and research partners.

Candidate Profile

Education:

Degree in business, recreation, education or a related discipline

Experience:

Proven success in a related field which includes the leadership and supervision of staff and volunteers

Knowledge, Skills & Attributes:

Knowledge & Skills:

- Philosophy of culture, recreation and leisure as it relates to community development with proven expertise in building and maintaining strong, meaningful, and productive relationships with stakeholders in order to create mutually beneficial outcomes for all involved,
- Experience in developing and implementing strategic plans, capital works projects and infrastructure improvement plans and achieving results,
- Principles, practices, methods and procedures used in the administration of cultural and recreation facilities, operations, programs and services,
- Municipal by-laws, policies, legislation and regulations and codes,
- Marketing, Human Resources and Financial Management principles and practices,
- Communicates effectively to diverse groups and individuals using multiple media, and
- Expresses a keen interest in White City, its history and vision for the future.

Attributes:

- *Relationship Building* (has excellent interpersonal skill; is genuine, sensitive and respectful of all people and their perspective; can work through conflict effectively always looking for a favorable win/win outcome; is approachable and engaging with stakeholders),
- *Influencing* (is a passionate advocate for the community; can influence others to go along with approach/way of thinking and to participate, support and sponsor activities and events),
- *Planning and Organizing* (can plan/organize significant multi-faceted events involving a large number of participants; schedules and organizes all elements and follows-up to ensure completion),
- *Service-Focused* (provides excellent service and programs; approaches work with enthusiasm to meet the needs of all residents; is responsive; follows through to ensure satisfaction and/or manages issues without delay,)
- *Innovative/Creative* (is an innovative thinker; identifies new ideas and has a creative approach to work; is committed to continuous improvement and looks at ways to improve upon existing initiatives; takes calculated risks),
- *Teamwork* (develops cooperative working relationships; is unbiased; respects diversity; helps out other team members without being asked; is fair, open and honest and builds a positive team spirit),
- *Issues Management* (considers the impact of decisions; aligns decisions with the organization's vision, values and long-term goals; can resolve problems using good judgement; does not procrastinate in dealing with issues),
- *Adaptability* (is flexible; can work through interruptions and multi-task without difficulty; works through change without becoming stressed or overwhelmed; does not over-react to situations),
- *Leadership* (inspires/motivates staff and volunteers; manages performance effectively and demonstrates effective and professional leadership),
- *Safety & Security* (is committed to safety of others; identifies safety and security related issues and follows through to ensure changes are made and safety and security protocols are adhered to),
- *Communication* (keeps people informed; is clear; has excellent written and verbal communication skills; listens well to ensure understanding; can make dynamic presentations that appeal to the interest of others),
- *Results-oriented* (works to improve personal performance in achieving goals; honours commitments; measures and reports on business outcomes),

Please send your resume in Word or PDF format to: townoffice@whitecity.ca the subject line of your email please identify the name of the role:

Manager, Community, Recreation & Stakeholder Relations – Town of White City

As established with our client, only those candidates meeting the selection criteria will be contacted. We may consider you for other opportunities as they arise in the future and will contact you as appropriate.