



The TOWNSHIP of
NORTH DUMFRIES

EMPLOYMENT OPPORTUNITY

DIRECTOR OF LEISURE & COMMUNITY SERVICES

If you're an experienced individual who is looking for a new career opportunity and challenges within a growing Municipality, then we invite you to consider joining the Township's Leisure & Community Services Department. In North Dumfries you will find a career opportunity where you can be part of a Team of professional staff where a diversity of responsibilities exists.

The Township of North Dumfries is seeking applications for the position of a **Director of Leisure & Community Services**.

The Township of North Dumfries is situated in the southern part of Waterloo Region, straddling the Highway 401 corridor adjacent the Cities of Kitchener and Cambridge. Due to our locational attributes, the Township of North Dumfries is poised for residential growth where development is already underway for the planned population of an additional 6,000 residents and over 2,300 new employment positions by 2031.

Reporting directly to the Chief Administrative Officer, the Director of Leisure & Community Services will be responsible for the leadership and management of the Department, which includes recreation & leisure activities and programming, facilities operation, arenas and community centres, sports fields, parks and open space network and, festivals and special events. The role and responsibilities of the Director of Leisure & Community Services are outlined in a job description available on the Township's website: www.northdumfries.ca

The ideal candidate will possess the following qualifications:

1. University degree in Recreation or related discipline.
2. Significant and demonstrated experience in a senior officer capacity with a minimum of 7 to 10 years of senior management experience (preferably in a Municipal environment) involved with parks, recreation & leisure programming, facilities and Staff supervision.
3. Excellent organizational, analytical and problem-solving skills.
4. Excellent interpersonal, organizational and communication skills as interaction is with a variety of individuals both inside and outside of the Corporation

The Township offers a competitive salary range of \$107,325.40 to \$134,152.20 [under review] on an annual basis for the Director of Leisure & Community Services position. Wages will be determined through the experience and qualifications of the selected candidate.

Submit resumes with cover letter before **4:30 pm. on Thursday December 4th, 2025** to:

Andrew McNeely,
Chief Administrative Officer
106 Earl Thompson Road, 3rd Floor
P.O. Box 1060
Ayr, Ontario N0B 1E0
amcneely@northdumfries.ca

If you need an accessible format, please email ddonald@northdumfries.ca or call (519) 632-8800. The Township of North Dumfries is committed to providing accommodation for persons with disabilities. Accessibility accommodations are available for all stages of the recruitment process. If you are contacted regarding this position, please advise of any accommodation measures you may require during our selection process. Information received relating to accommodation needs of candidates will be addressed confidentially.

We thank all candidates for their interest, however, only those applicants selected for an interview will be contacted. Applicant information is collected in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* and will be used only for candidate selection.



JOB DESCRIPTION

DIRECTOR OF LEISURE & COMMUNITY SERVICES

Reports To: Chief Administrative Officer

Supervises: Supervisor, Parks & Facilities
Supervisor, Community Programming & Engagement
Facility Operators [indirectly]
Community Programmer [indirectly]
Extensive liaison and coordination with Sports Organizations, Not-for-Profit Organizations, Non-Governmental Organizations, Private Sector service providers and, Community Groups

Department: Leisure & Community Services

Division: Administration

Position Overview:

Reporting to the Chief Administrative Officer, the Director of Leisure & Community Services will be responsible for the leadership and management of the Leisure & Community Services Department, which includes recreation & leisure activities and programming, facilities operation, arenas and community centres, sports fields, parks and open space network and, festivals and special events. The incumbent will be charged with the responsibility for ensuring all legislative requirements and the principles of sound financial management, responsive and proactive operation practices, and, forward thinking / strategic business planning are incorporated into the activities (operations and capital planning / delivery) of the Department.

The Director of Leisure & Community Services is a member of the Township's Senior Management Team, and as such, will be involved in setting Corporate priorities and objectives to better position the Corporation to deal with emerging issues and trends.

A. KEY ROLES AND RESPONSIBILITIES

1. The Director oversees and directs the activities of the Leisure and Community Services Department.
2. Provides the vision and leadership for the Leisure and Community Services Department.

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3. Responsible for leading two (2) distinct areas within the Department as follows: Parks & Facilities Division and, Community Programming Division.
4. Develops, administers and maintains Department policies and procedures consistent with Corporate and Divisional objectives. This includes long-term planning and may involve identifying needs, managing and tendering studies and, developing supporting strategies or Department policies / processes to address identified needs or issues.
5. Carries out the delivery of the Department's Business Plan in accordance with Council approval and direction.
6. Ensures implementation of recreation & leisure, facilities, parks studies and/or masterplans that are designed to inform the planning of parks, trails, active and passive recreation facilities and infrastructure.
7. Evaluates, plans and implements short and long term community focussed recreation and leisure needs and service delivery, develops pricing and cost recovery strategies. Where appropriate and applicable, fosters relationships with Non-Governmental Organizations, the Private Sector, Not-for Profit Organizations or Community Groups to deliver recreation and leisure programs and activities.
8. Liaises with contractors, consultants, service providers and suppliers, regulatory agencies to resolve issues, interpret documents, specifications and schedule work.
9. Assesses future staffing needs and recommends staffing complement changes and Department structure changes to the Chief Administrative Officer.
10. Monitors the performance and conducts regular performance reviews of Department Staff. Makes recommendations to the Chief Administrative Officer on the recruitment, appointment, dismissal, suspension of Department Staff when required.
11. Mentors Department Staff and develops internal / external training and educational opportunities to enhance their abilities.
12. Identifies, conducts and ensures due diligence of all health and safety matters, including but not limited to, training, risk assessments, workplace inspections, development of procedures and policies, all designed to ensure the safe and efficient operation of all Township Department vehicles & equipment, facilities, parks and associated amenities / infrastructure.

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13. Assists the Chief Administrative Officer and the Treasurer / Director of Corporate Services with the development and preparation of the annual and long-range Budgets and, financial plans applicable to the Department.
14. Responsible to monitor and administer the approved Department budget and on an on-going basis identify and respond to areas of variance and provides advice to the Chief Administrative Officer, the Treasurer / Director of Corporate Services and Council regarding the Department's Operating & Capital Budget requirements.
15. In consultation with other Department Heads, the Chief Administrative Officer and the Treasurer / Director of Corporate Service, develops and updates annually a ten (10) year Capital Forecast for inclusion in the annual Budget submission to Council.
16. Assists the Treasurer / Director of Corporate Services by providing relevant information pertaining to the Department's rolling stock, facilities, sports fields and parks infrastructure as part of the continual evaluation and development of the financial strategy associated with the Township's asset management program.
17. Prepares and monitors financial agreements and grant applications associated with the program areas of the Department.
18. Prepares or administers studies, master plans, tender and request for proposal documents associated with the delivery of operational aspects and/or the capital program of the Department.
19. Oversees and coordinates the capital delivery program of the Department as approved by Council.
20. Administer the protocols and policies as established in the Township's Purchasing By-law for on-going purchases, tenders and request for proposals of the Department and to monitor compliance by Department personnel.
21. Develops and implements a proactive public consultation and information process in the development of programs, facility and parks service standards and policies.
22. Liaises with community groups, user groups, social service and community agencies, other Departments and levels of government, stakeholders, etc in the development of policies, standards or programs, and, responds to enquiries / concerns that may arise related to Department related items.

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23. Consults with stakeholders, the general public and external agencies and organizations as part of the discharge of duties and tasks.
24. Participates in Council Meetings, Senior Management Meetings and represents the Township on a variety of events and internal / external Committees.
25. Prepares and presents Reports for Council and the Chief Administrative Officer.
26. Reviews and/or provides comments on applications of proposed draft plans of subdivision / condominium and official plan amendments with regards to the provision of parkland and associated requirements to ensure that applications achieve Department policies and standards.
27. Participates as a member of the Township's Senior Management Team and as such the incumbent will be involved in setting Corporate priorities and objectives to better position the Corporation to deal with emerging issues and trends.
28. Participates as a Member of the Township's Emergency Control Group in the role delegated in the Emergency Plan, as required.
29. Acts as a media spokesperson for the Leisure and Community Services Department.

B. SKILLS AND QUALIFICATIONS

1. University degree in Recreation or related discipline
2. Significant and demonstrated experience in a senior officer capacity with a minimum of 7 to 10 years of senior management experience (preferably in a Municipal environment) involved with parks, recreation & leisure programming, facilities and Staff supervision.
3. Thorough working knowledge of the Municipal Act, Development Charges Act, Occupational Health & Safety Act, Accessibility for Ontarians with Disabilities Act and other related legislation or regulations.
4. 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.

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5. Thorough knowledge of recreation and leisure programming trends and opportunities, application legislative and regulatory standards, and, community development techniques.
6. Strong organizational skills to prioritize workload and perform tasks without direct supervision.
7. Ability to handle matters of a confidential or politically sensitive nature and, to maintain confidentiality.
8. Sound judgement and excellent analytical and decision-making skills.
9. Experience in preparing / analyzing, administering capital and operating budgets.
10. Regularly carries out complex tasks requiring a high degree of concentration to the exclusion of other activities for a significant portion of the work day. There is a need to: a) bring new approaches to existing situations, b) explore and assess a wide variety of options and alternatives and, c) use complicated analytical methods. These activities are a crucial component to a successful job performance.
11. Incorrect or inappropriate recommendations and/or decisions can have a major impact on the Municipality's reputation, financial status, employee relations, safety record or administrative efficiency. Decisions often affect all Municipal operations.
12. Must be able to work after normal business hours to attend Council / Committee Meetings or when necessary to meet deadlines and/or deal with major Corporate events such as the activation of the Emergency Plan or attendance at festivals or special events.
13. Possession of a valid Drivers' License and daily access to a personal motor vehicle to conduct Township business.

C. WORKING CONDITIONS

1. The Director of Leisure & Community Services generally works in a comfortable office environment with some field related activity / oversight on a four seasons basis. The position requires a high level of activity and output with frequent year-round deadlines.

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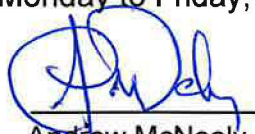
2. Considerable opportunity exists for stressful interaction with members of the Public who may be referred to this position by front-line Staff seeking resolution of outstanding matters.
3. Responsibilities associated with providing leadership on policy and procedural matters, maintaining safe working conditions and a productive workforce, and, presenting an on-going positive image of the Corporation all contribute to a stressful environment.
4. Deadlines associated with Council / Committee agendas and reports, attendance at Council / Committee meetings, and, the pressure of work demands and multiple priorities from a variety of sources yield results in frequent hours employed outside of regular business hours.

Note: The foregoing is intended to outline the general description of duties and responsibilities for this position. It is not intended nor should it be interpreted as a complete description. The Township of North Dumfries reserves the right to amend this position's job description any time provided that such change does not represent a substantive change in the purpose or essential nature of the position.

Salary Grade: Grade 13 [Fulltime]

Regular Work Week: Monday to Friday, 35 hours / week

Prepared & Approved By:



Andrew McNeely,
Chief Administrative Officer

Date:

Oct 27 / 25