



**Director of Parks, Recreation and Culture  
Parks, Recreation and Culture Department  
Municipality of North Grenville  
POSTING: PRC-2025-003**

North Grenville is a growing municipality located in eastern Ontario housing a unique blend of small town and rural culture. Comprised of an urban center (Kemptonville) and surrounded by several charming rural hamlets, North Grenville is situated between Canada's National Capital - Ottawa and the St. Lawrence River, only a 30-minute drive along the Veterans Memorial Highway (416), to either destination. North Grenville offers many tourist attractions, businesses, and outdoor destinations including the historic Rideau River and Kemptonville Creek.

**Application:**

The Municipality of North Grenville is seeking to fill the position of **Director of Parks, Recreation and Culture** in the Parks, Recreation and Culture Department. Interested applicants may submit a cover letter and resume outlining qualification in confidence to Human Resources by: **Friday, April 25<sup>th</sup>, 2025, no later than 4:00 p.m. EST.**

**Please quote "PRC-2025-003"**

**Email:** [hr@northgrenville.on.ca](mailto:hr@northgrenville.on.ca)  
**Mail:** Municipality of North Grenville  
285 County Road 44  
PO Box 130  
Kemptonville  
ON K0G 1J0

**Purpose and Scope:**

Reporting to the Chief Administrative Officer, the Director of Parks and Recreation is responsible for leading and directing the effective delivery of recreation services and operation/maintenance of the Municipality's parks and facilities. The position involves the coordination of recreation, sport and cultural activities and ensures customer focused recreation programs and services. The role includes park development, existing park rehabilitation, management of parks and trails, and maintenance of sports fields and facilities.

## **Duties and Responsibilities:**

The position will:

- Be responsible for the general operations and maintenance of:
  - The North Grenville Municipal Centre
  - All municipal parks, trails and open spaces
  - All other municipally owned or leased facilities in North Grenville except for the Public Works buildings.
- Provide advice to the Curling Club Board of Directors on capital infrastructure projects as required
- Work closely with the Ferguson Forest Centre Executive Director and Board on trail standards, maintenance and critical improvements
- Oversee and administer event planning, marketing, recreation and cultural programming, and business development of the North Grenville Municipal Centre and other recreational facilities and buildings
- Ensure best practices for market placement, product and service offering, pricing, technical and logistical support, and other performance measures aimed at optimizing the rentals and revenues for the North Grenville Municipal Centre and other municipally owned recreational facilities
- Coordinate capital fund development, including naming rights, sponsorships, and fund-raising for the North Grenville Municipal Centre and other municipally owned recreational facilities
- Negotiate larger venue contracts for use of municipal facilities
- Ensure that the Municipality complies with all applicable legislation, bylaws, approved standards and service levels relating to the department
- Ensure that approved programs, goals, objectives and policies relating to parks and recreation are effectively implemented
- Manage capital works projects and construction of parks and recreation infrastructure
- Actively participates on senior management team in policy and corporate management issues
- Set short-term and long-term asset and infrastructure planning
- Have oversight of the financial management of the department, including:
  - preparing estimates and annual budget plans
  - implementing annual budget plans
  - monitoring budgets and taking corrective actions when necessary
  - Procurement processes, including preparation of specifications for tendering and proposals, analysis of submissions, selection, etc.
  - seeks out, reviews and applies for eligible grants and subsidy programs
- Contract and agreement administration and management, including:
  - operational contracts/agreements
  - special projects and capital works contracts/agreements
  - tenders and consultants' contracts/agreements
- Manage/supervise departmental staff, either directly or through supervisors
- Assist with recruitment, selection, promotion and discipline of departmental staff pursuant to the Municipality's approved Human Resources policies

- Perform annual performance appraisals on staff directly reporting and ensuring all other department staff have an annual performance appraisal
- Ensure compliance with the Municipality's approved health and safety policies and procedures and any other applicable legislation relating to workplace health and safety
- Regularly report to Council, Committees, and the CAO
- Cooperate with all departments in achieving efficient and effective operations and business processes
- Ensure effective and meaningful communications and customer services with the public, facility renters, municipal directors and appropriate staff, external agencies/organizations, provincial/federal departments/ministries, and Council on matters relating to parks and recreation
- Prepare written reports and/or make verbal presentations on departmental matters to various audiences, including Council, Committees, CAO, staff and the public
- Attend Council and Committee of the Whole and any other meeting as directed by the CAO

**Note:** *Above duties are representative of a typical position and are not to be construed as all-inclusive.*

## **Contacts:**

The position will have direct contact with:

**Internal:** Mayor, Council, committees, CAO, Directors, Managers, Supervisors, full-time staff, and casual/temporary employees

**External:** Suppliers, special event staff & volunteers, residents, special interest groups, other government agencies

## **Education/Specialized Training/Skills:**

### **Essential (minimum) Qualifications:**

- Post-secondary education in recreation or facilities management, marketing or equivalent
- Valid Class "G" Ontario Driver's license

### **Asset (preferred) Qualifications:**

- Demonstrated knowledge of the maintenance and operations of multi-purpose and multi-use facilities, ice arenas, public meeting and assembly spaces, parks, trails and other recreational facilities
- Demonstrated ability in problem solving and conflict resolution

## **WORK EXPERIENCE:**

### **Essential (minimum) Qualifications:**

- Eight (8) years of experience in a recreational facilities management or supervisory position, including experience in operations, construction, project management

### **Asset (preferred) Qualifications:**

- Marketing, event planning and facilities scheduling experience
- excellent interpersonal and public relations skills, with a key focus on customer service excellence
- excellent written and verbal communication skills
- computer proficiency and sound working knowledge of information technology
- strong leadership ability combined with strong organizational, financial, management and analytical skills
- strategic thinking and project management skills

## **DECISION MAKING:**

The position is responsible for providing timely, accurate information to the Chief Administrative Officer (CAO) and for responding to the decisions and directions generated by same.

## **SUPERVISION:**

Supervisory and leadership of all employees in the Parks, Recreation & Culture department

## **Working Conditions:**

- Regular work in an office environment
- May include evenings and/or weekends subject to service needs
- Attend meetings and training as required
- Some travel involved outside of the Municipality for meetings, conferences and training as required

## **Compensation:**

- The salary range for this position is \$107,344.00 to \$134,170.00 with pension and benefits and is based on a thirty-five (35) hour workweek. May include work outside of normal working hours for meetings and conferences.

The forgoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.

The Municipality of North Grenville is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Ontario Human Rights Code, the Accessibility for Ontarians with Disabilities Act (AODA) and any other applicable legislation throughout all stages of the recruitment and selection process.