



**EXTERNAL JOB POSTING PR-25-04**  
Parks & Recreation Department  
Manager of Parks and Recreation

Date Posted: June 26, 2025

Job Type: Full-Time, Permanent

Current Job Description Applies Non Unionized

Rate of Pay: Salary

**GENERAL**

- Responsible for managing the day-to-day operation of municipally owned recreation facilities/parks/campgrounds and greenspaces.
- Promote and facilitate recreation programming

**ELIGIBILITY REQUIREMENTS**

- Minimum Grade 12 education,
- Diploma/Certificate in recreation, business, human services or related discipline, is preferred,
- 3 years experience in a management position, and/or recreation programming,
- Must have experience in, and a commitment to, developing community partnerships and working with volunteers,
- Ability to prepare and present written and verbal reports and experience in managing unionized employees,
- Experience in horticultural/parks operation is an asset,
- Experience working in an organized union environment,
- Strong supervisory skills,
- Excellent computer skills and experience utilizing applicable software,
- Valid Ontario driver's licence Class G,
- Bilingualism is an asset.

**REPORTING RELATIONSHIP**

- Reports to Director of Public Services

**DUTIES AND RESPONSIBILITIES**

- Manages Parks and Recreation staff in all Wards.
- Responsible for leadership and co-ordination of recreational activities and programming across the Municipality, including the scheduling of space, co-ordinating advertising, etc.
- Acts as Municipal liaison with recreation based groups across the Municipality.
- Set goals and objectives and develop strategies for effective service delivery.
- Assists in preparing and administering the annual operating and capital budgets for community centers, recreation programs, campgrounds and greenspace maintenance; prepares financial reports including revenue generation and pricing policies.
- Conducts volunteer leadership training and board/committee development; recruits, motivates, and supports volunteers.
- Develop, maintain and follow departmental operating policy and procedures. Ensure provincial regulations regarding health, safety and work practices are adhered to.

Only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected, and will only be used for the purposes of candidate selection. The Municipality of Greenstone is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.





MUNICIPALITY OF  
**GREENSTONE**

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**WORKING CONDITIONS AND HOURS OF WORK**

- 7 hours/day, 35 hours/week
- Overtime as required

Applicants must apply in writing by no later than 4:30 p.m. on July 25, 2025 to:

Al Gordon, Manager of Human Resources  
Municipality of Greenstone Administration Office  
PO Box 70, 1800 Main Street  
Geraldton ON POT 1M0

Email: [al.gordon@greenstone.ca](mailto:al.gordon@greenstone.ca)  
Fax: (807) 854-1947

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