

JOB DESCRIPTION

POSITION: Assistant Manager: Recreation - Culture & Recreational Programs

EFFECTIVE DATE: March 1st, 2026

DEPARTMENT: Recreation

REPORTS TO: Recreation Manager

DIRECT REPORTS: Department Leads/Supervisors (3), Events Coordinator (1)

JOB SUMMARY

The Assistant Manager of Culture and Recreational Programs plan, organizes, and oversees the development and delivery of arts, culture, and recreational programs, services, and events that strengthen community identity, inclusion, and well-being. This position provides leadership to staff and volunteers, manages budgets and resources, and fosters partnerships with community organizations, cultural agencies, and local government. The Assistant Manager ensures programs are innovative, accessible, safe, and aligned with the University Neighbourhoods Association's vision, values, and strategic goals.

ROLES, RESPONSIBILITIES AND EXPECTATIONS

Program Leadership and Development

- Plan, implement, and evaluate a broad range of cultural, arts, and recreational programs and events that meet community needs and organizational objectives.
- Oversee the creation and publication of seasonal program guides and promotional materials.
- Conduct regular program evaluations and incorporate feedback and industry best practices.
- Ensure that all programs and events comply with health, safety, accessibility, and risk management standards.
- Develop and manage grant applications, sponsorships, and special projects to enhance community offerings.

Financial and Administrative Management

- Develop, monitor, and administer budgets for programs and events, including revenue projections and expenditure tracking.
- Prepare reports, performance metrics, and recommendations for senior management.
- Manage contracts for instructors, performers, and service providers, ensuring compliance with organizational standards.



- Maintain accurate records, program statistics, and documentation for reporting and auditing purposes.

Community Engagement and Partnerships

- Build and maintain strong partnerships with local agencies, arts and cultural organizations, schools, and community groups.
- Serve as the main point of contact for collaborative programming agreements with educational institutions or government agencies.
- Support community engagement initiatives and resident involvement through volunteer opportunities and outreach.
- Promote diversity, equity, and inclusion within community events, programs, and recruitment.

Leadership and Staff Management

- Supervise program and event staff, including recruitment, training, performance management, and professional development.
- Foster a positive, inclusive, and collaborative workplace culture that values teamwork, creativity, and accountability.
- Coach staff and volunteers to develop leadership capacity and continuous improvement.
- Lead team meetings, coordinate workloads, and ensure clear communication of expectations and goals.

Strategic Planning and Policy Development

- Contribute to long-term strategic planning for cultural and recreational services and facilities.
- Develop and review policies and procedures to enhance operational efficiency and community impact.
- Stay current on emerging trends in recreation, cultural programming, and community development to inform innovation.

SKILLS, QUALIFICATIONS AND EXPERIENCE REQUIRED

Education

- Bachelor's degree in Recreation Management, Cultural Planning, Arts Administration, Kinesiology, or a related field.
- A Master's degree in a related discipline is considered an asset.

Experience

- Minimum of 5 years of progressive experience in recreation, arts, or cultural management, with at least 3 years in a leadership or supervisory capacity.
- Proven experience in program planning, event coordination, and community engagement.
- Experience with recreation or facility management software (e.g., ActiveNet, Explore Recreation - (PerfectMind), or equivalent) is an advantage.

Knowledge, Skills, and Abilities

- Knowledge of community recreation and cultural development principles, practices, and trends.
- Strong leadership, coaching, and staff management abilities.
- Excellent interpersonal, communication, negotiation, and presentation skills.
- Proficiency in financial management and strategic planning.
- Political and cultural awareness in community or municipal environments.
- Capacity to manage multiple projects simultaneously and meet deadlines.
- Proven ability to foster partnerships and collaborations.
- Commitment to diversity, equity, inclusion, and accessibility.
- Strong problem-solving, analytical, and decision-making abilities.
- Adaptable, innovative, and results-driven.

Working Conditions

- Flexible scheduling is required, including availability for evenings, weekends, and special events.
- Work is performed in both office settings and community program/event environments.
- Position requires occasional lifting, set-up of event materials, and travel between program locations.
- Must maintain valid driver's license and satisfactory background check.

Comprehensive Package

Salary Band: \$77K to \$91K

Benefits:

- 3 weeks holiday,
- Health Care
- 10% RRSP
- Phone Allowance is \$100/month