



Position Title: Manager Community Recreation

Reports to: Director of Community Services

Classification: Permanent full-time

Existing on the traditional Mi'kmaq and Maliseet First Nation Land, Quispamsis is a community that serves over 20,000 people and is surrounded by natural beauty, offering residents and visitors a quality of life that is driven by exceptional service, amenities and programs. With a commitment to universal recreation services for all residents, and grounded in principles of equity, belonging and ecological stewardship, the Town is driven to achieve the following outcomes:

- Building life-long healthy and active habits;
- Generating opportunities for social connection;
- Supporting a sense of belonging and wellbeing
- Bringing diverse populations together;
- Establishing a strong sense of place;
- Promoting inclusivity and equity; and
- Contributing to environmental stewardship and sustainability.

As an organization, we have a team of over 100 fulltime employees. We recognize each other's talent and celebrate our successes. We collaborate with community and community serving organizations and align our work to our values. We are proud to serve the community of Quispamsis and are grateful for the relationships we have built through the work we are collectively inspired to achieve.

The Opportunity:

We are on a journey to reimagine and enhance how we provide public recreation services to the people of Quispamsis. We are looking for someone who can learn, adapt, adjust and lead alongside the rest of our team. Curiosity is a must, along with a commitment to creating opportunity for belonging, both as a manager to multiple staff, and as a community leader.

Some of the tasks associated with this job include:

- Administration of the Town's newly adopted facility allocation policy. This includes management and scheduling of facility bookings;
- Building relationships with user groups to collaboratively work towards achieving inclusive and supportive environments for all facility patrons and program participants;
- Management of existing contracts with service providers;
- Developing a relationship with current and future sponsors to help offset facility costs for user groups;
- Representing the Town on relevant committees that share a common agenda;
- Promote a relational work environment for all staff on your team, providing leadership and guidance by ensuring the conditions exist that will enable them to work using a community centered model;
- Ensuring a safe and healthy workplace and compliance with all applicable legislation, regulation and By-laws;



- Co-create recreation programs and initiatives with residents, community partners, and underrepresented groups through trust-building, open communication and evaluation;
- Managing your team's budget to promote both fiscal and community wellbeing
- Collaborating with the other teams within your department to achieve shared mandates;
- Lead the support of department asset management and work order systems; and
- Work closely with the Director to support the re-imagining of operations to align with current and future community needs.

As Manager of the Community Recreation, you will join a driven team of trained professionals, and a community that holds a deep passion for their parks and recreation facilities and services.

The ideal candidate will be dedicated to working alongside community members and community serving organizations to help achieve a shared agenda.

As the ideal candidate, you will possess the following:

Skills, Knowledge and Experience:

- Post secondary degree in Recreation Management, other relevant degree or experience.
- Excellent leadership, communication, and management skills.
- Excellent interpersonal and relationship building skills.
- Experience leading and managing people and resources.
- Experience in program and service delivery.
- A proven record of integrity and honesty.

General Capabilities:

- Ability to contribute to a team as both a leader and follower.
- Ability to function as an effective problem solver and consensus builder.
- Ability to work effectively and professionally with staff, outside agencies and the public.
- Ability to build trust-based relationships with residents and partners.
- Ability to tactfully and respectfully interact with a wide range of people from different backgrounds and cultures.
- Ability to learn from and coach others for mutual benefit.
- Demonstrated capacity to use co-design and community-led engagement methods.
- Commitment to equity and belonging as guiding principles in decision making.
- Strategic thinking.
- Self-motivated.
- Attention to detail.
- Process-driven.
- Computer savvy. Familiarity with asset management, work order and facility scheduling software.

It's important that you are aware of the following:

Working Conditions:

- As a full-time, permanent employee with The Town of Quispamsis, you will enjoy a comprehensive benefits package including:
- Flexibility in scheduling with a 4-day compressed work week option
- Health and dental benefits
- Enrollment into our defined benefit pension plan with no waiting period
- Subsidized fitness plan



- This position spends periods of time at a desk and in front of a computer and occasionally at various Town facilities, parks, trails, arenas, pools, etc.
- The position will encounter occasional situations of conflict or stress typical to public service. The Town is committed to supporting employee wellness and safety, providing resources for conflict management.
- There is a requirement to attend meetings and other events outside of regular working hours as necessary.

How to Apply:

Interested applicants can submit their application before the deadline of May 29th, 2026, at 5:30 P.M.

Click [here](#) to apply online.