



## Director of Community Services

**WATERHOUSE**  
EXECUTIVE SEARCH

The Township of Minden Hills is located in the heart of Haliburton County and includes the sub-communities of Lochlin, Gelert, Moore Falls and Irondale as well as the Town of Minden. The area population is approximately 6,000 permanent residents which increases significantly in the summer months with the influx of cottagers, seasonal residents and visitors.

Minden Hills is considered the gateway to the Haliburton Highlands, bridging the area's natural beauty and urban life. We are home to multiple rivers and lakes, and nature trails for those who love the outdoors. Minden Hills has become a popular destination for people looking to escape the city, wanting time to relax and enjoy the sights and sounds of nature as well as the many vibrant activities and events to ignite the passions of art, music and the environment.

### Your Opportunity to Make a Difference

As the ideal candidate and the new Director of Community Services you are a results based leader known not only for your passion for community services but also for your ability to lead and build highly effective staff teams and to provide exceptional delivery of services as it relates to your portfolio.

Reporting to the Chief Administrative Officer/Clerk, the Director of Community Services shall be responsible for proactive leadership, policy, services and operational proposals for community and recreation services and facilities including Parks, Recreation, Arena, Recreation Centres, Administrative Buildings, Public Washrooms and Cemeteries. The Director will be the key resource person to the Township of Minden Hills Council and ensure that all services and operations are professionally sound and acceptable to Council and the community.

Join a dedicated team which strives to make Minden Hills the best place to live, work and play.

### KEY QUALIFICATIONS

- **Education:** A minimum two (2) year post-secondary education in recreation management or a related discipline; additional certification in parks, facilities or related disciplines is preferred.
- **Management:** A minimum of seven (7) years' experience in progressively responsible related positions, including a minimum of two (2) years' experience in the supervision of staff and the administration of employment policies, is required, preferably in a unionized environment.
- **Parks and Recreation:** Excellent knowledge of leadership, recreational and cemetery activities and programming, working with volunteers, facility operations and management and marketing theory, techniques, best practices and principles.
- **People Leadership:** Experience and ability to provide exceptional leadership and supervision to staff and to build enthusiastic, high performing staff teams in a unionized environment; this includes competency in the interpretation and application of employment policies, regulations, acts and collective agreements.
- **Business Operations and Program Management:** Demonstrated management, organizational and leadership skills including the ability to manage both departmental and project-based initiatives in a time-sensitive, changing and results-based environments.
- **Legislation and Policies:** Excellent knowledge of related legislation, policies, procedures, directives and guidelines affecting facilities, municipal parks and recreation and cemeteries including the Occupational Health and Safety Act, Fire Safety Plans, CSA Playground Standards, Electrical Safety Authority, Technical Standards and Safety Act, the Municipal Act, AODA, Cemeteries Act, Minimum Maintenance Standards, etc.
- **Training/Licences:** Experience in the operation of a range of parks and recreation related equipment such as backhoes, parks maintenance equipment, trailers, ice-resurfacing equipment; a valid "DZ" Driver's Licence is required, or a willingness to obtain.
- **Communications:** Excellent ability to communicate effectively and address concerns, complaints and requests with tact, discretion, and diplomacy in situations of great importance to the municipality; excellent written, verbal and presentation skills including technology literacy with MS-Office products.

To explore this opportunity please apply via email by **February 7<sup>th</sup>, 2020** to [careers@waterhousesearch.ca](mailto:careers@waterhousesearch.ca) quoting project MH-DCS. Should you wish to review the detailed job description or to speak to our Executive Recruiter please contact Jon Stungevicius at 416-214-9299 x1, [jon@waterhousesearch.com](mailto:jon@waterhousesearch.com) or Lisa Folger at 416-214-9299 x6, [lisa.folger@waterhousesearch.com](mailto:lisa.folger@waterhousesearch.com).