

Recreation & Community Services Supervisor

Welcome to Ramara Township, located in Central Ontario, just 90 minutes from the GTA. Nestled by Lakes Simcoe and Couchiching, we offer access to beautiful parks, beaches, and trails. We value our employees and promote a positive, collaborative workplace. Benefits include health coverage, an OMERS Pension plan, paid time off, and flexible work arrangements. Join us in making a difference in the community by applying for the Recreation & Community Services Supervisor. We look forward to your application!

Core Responsibilities

- Lead the planning, delivery, evaluation, and continuous improvement of recreation programs, services, camps, special events, and community initiatives.
- Oversee the daily operations of the Ramara Centre and recreation facilities, ensuring safe, efficient, and customer-focused service delivery.
- Identify and pursue recreation-related grant opportunities, including application preparation, project administration, and reporting.
- Foster strong partnerships with community organizations, schools, businesses, service clubs, and other stakeholders.
- Engage residents to identify recreation needs and support the development of inclusive, accessible, and responsive programs.
- Provide leadership, supervision, coaching, and performance management for recreation staff.
- Assist with the development and monitoring of operating and capital budgets, including revenue and expenditure tracking.
- Support facility rentals, community use agreements, and recreation administration.
- Analyze participation trends, community feedback, and industry best practices to enhance services and drive innovation.
- Collaborate with internal departments to promote recreation programs, services, facilities, and events.

Experience

- Minimum three (3) years of progressively responsible experience in recreation, community services, program development, facility operations, or a related field, preferably within a municipal environment.
- Minimum two (2) years of supervisory experience, including staff leadership, coaching,

performance management, and team development.

- Experience developing, coordinating, and evaluating recreation programs, camps, community events, and engagement initiatives.
- Experience identifying, preparing, administering, and reporting on grants and grant-funded projects.
- Experience with budget preparation, financial monitoring, revenue tracking, and cost-effective service delivery.
- Demonstrated experience building effective partnerships with community organizations, stakeholders, and residents.

Qualifications & Skills

- Diploma or Degree in Recreation, Leisure Studies, Community Development, Sports Management, Public Administration, Event Management, or a related field.
- Strong leadership skills with the ability to motivate, mentor, and develop staff.
- Excellent organizational, project management, and time-management abilities.
- Strategic and innovative thinker with the ability to identify opportunities for service improvement and community growth.
- Strong communication, interpersonal, and relationship-building skills.
- Exceptional customer service skills and commitment to community engagement.
- Ability to manage multiple priorities and projects in a fast-paced environment.
- Strong analytical and problem-solving skills with a focus on evidence-based decision-making.
- Proficiency in Microsoft Office Suite and recreation management software.
- Knowledge of municipal recreation operations, facility management, and community development principles is considered an asset.
- Knowledge of workplace health and safety legislation and best practices.
- Valid Ontario Class G Driver's Licence.
- Ability to provide a satisfactory Criminal Record and Vulnerable Sector Check.

Salary

\$44.34 – \$51.87 / hour.

Join a team that invests in you! Enjoy OMERS pension plan membership and a comprehensive health and dental benefits package designed to support your well-being and future.

Join Our Team

To apply, please combine your cover letter and resume into a PDF document entitled **"Recreation & Community Services Supervisor"** addressed to Brittany Wilson, CHRP, Director of HR/H&S/Recreation and submit to hr@ramara.ca. Artificial intelligence is not used to screen, assess or select applicants. This posting is for an existing vacancy. Please be advised, this posting will remain open **until October 25, 2026**, at 4:30 p.m.

We collect information for job applications under Section 29(2) of the Municipal Freedom of Information and Protection of Privacy Act. This information helps us decide if you are eligible for employment. The Township of Ramara is committed to creating an inclusive and barrier-free environment, and we will provide support at every step of the hiring process. If you need any assistance to participate fully in the recruitment process, please let Human Resources know. Thank you to all applicants. Only those selected for an interview will be contacted.