

## CITY OF HAMILTON

### COMMUNITY SERVICES DEPARTMENT

(RECREATION DIVISION – CITY WIDE SERVICES SECTION - LOCATION – LISTER BLOCK, 28 JAMES ST. N., 3RD FLOOR)

### RECREATION DEVELOPMENT CONSULTANT

#### SUMMARY OF DUTIES

Reporting to the Manager, Sports & Recreation Development, the Recreation Development Consultant performs work related to the planning and development of innovative and creative recreation services, programs and facilities to meet the diverse community and citywide needs. The incumbent will develop and implement innovative community development strategies and programs to engage a diverse range of stakeholders, associations and partners, placing a priority on engaging and cultivating community ownership and responsibility to increase community capacity now and into the future. Working in conjunction with other sections of the Recreation Division, other City departments and other stakeholders, the Recreation Development Consultant will ensure recreation services are inclusive, with equitable access to recreational facilities for all members of the community. Responsible for related reports, recommendations and identified areas of growth in the delivery of community development modelled recreation services City-Wide.

#### GENERAL DUTIES

Develops and recommends new corporate and departmental goals/policies related to recreation community development and ensuring integration and compliance with other corporate and departmental/divisional goals/policies including Neighbourhood Strategies.

Researches and implements best business practices and consultation approaches concerning community needs, community capacity building, and community development opportunities including legislation, policies, trends and cost benefit analysis.

Develops short and long range recreation community development related service goals and objectives based on the strategic direction of the organization and the department/division and community engagement.

Initiates, designs and manages projects, work plans, schedules, inventories, establishing and monitoring priorities and timetables and determining the allocation of responsibilities to staff and consultants with regard to recreation community development process, projects and programs.

Identifies ways to build capacity in community groups to facilitate better community outcomes; collaborates with neighbourhood groups by assisting with program development and mentoring.

Liaises and coordinates with other departments, community groups, government agencies and consultants as required to facilitate recreational community development opportunities that deliver essential benefits for citizens to come together within and across neighbourhoods and communities.

Prepares Divisional business case studies related to service delivery and alternative revenue sources.

Prepares reports including impact on workforce planning, feasibility and other studies, recommendations and briefing notes related to recreation community development.

Prepares data and reports for Recreation community development programs, facilities and services and target market groups using customer service data, census data and other available data sources.

Reviews and submits reports to Council and its Committees, department and divisional staff, other departments and external agencies, consultants and the public.

Provides effective cost control through budget preparations, monitoring of cost control reports and financial statistical data.

Develops and maintains agreement templates and related documentation and systems (i.e. contract specifications, finalized Service Level Agreements, Council reports).

Investigates, evaluates and recommends innovative/creative policies and business processes for improving organizational effectiveness and efficiency.

Assigns and organizes responsibilities including interviewing and selecting consultants.

Develops Terms of Reference and Requests for Proposals, evaluating consultant submissions and recommending selection.

Recommends the approval of consultant work plans and improvements.

Monitors and evaluates consultant performance in carrying out project design, implementation and service delivery and initiating corrective/preventative discipline when appropriate.

Establishes and monitors service level indicators to enhance best practice service delivery levels and quality.

Monitors and assists with preparation of the operating and capital budgets.

Builds, fosters and maintains intergovernmental, interdepartmental and joint public/community partnerships and initiatives that support corporate and community recreation objectives.

Represents the City on various special projects with other levels of government, other agencies and special interest groups. Leads and/or participates in community and special project stakeholder project teams and consultative processes, to develop appropriate recreation business strategies, implementation requirements and continuous feedback loops.

Provides professional advice to planning and management staff of other City departments on community development.

Represents the City at public meetings, open houses and community stakeholder meetings with respect to recreation community development issues. Participates in integrated community development planning initiatives.

Provides in-house expertise to programs utilizing volunteers in areas that include volunteer needs assessment, position risk evaluation, development of screening criteria, volunteer recruitment, volunteer training, volunteer performance evaluation, and volunteer recognition.

Serves as a subject matter expert to inform or assist volunteer managers or senior management in issue resolution of volunteer related matters; plans and implements appropriate volunteer retention and recognition strategies.

Monitors and evaluates community programs to ensure standards and legal obligations are adhered to.

Oversees small grants allocation for community groups and agencies.

May be required, from time to time, to act in the capacity of the Manager, Sport & Recreation Development in his/her absence.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to occupational Health and Safety.

Performs other duties as assigned which are directly related to the major responsibilities of the job.

**QUALIFICATIONS**

1. A University Degree or Community College Diploma in Recreation or Leisure Services and / or equivalent combination of related qualifications and related work experience.
2. Extensive experience in recreation, community development work, neighbourhood outreach or in a directly related field.
3. Thorough knowledge of Recreation policies, procedures and objectives with respect to recreation programs for all ages.
4. Experience working with community groups, elected officials, the media, volunteers and the general public.
5. Experience and demonstrated ability in project management and professional consultation.
6. Possess strong written and oral communication skills combined with highly developed analytical, conceptual, technical and interpersonal skills, personal integrity and professional commitment.
7. Acute sense of confidentiality and judgment required.
8. Ability to develop and promote recreational programs for a diverse client group.
9. Understanding of best practices and related legislative requirements as they relate to public health and safety in the recreation sector.
10. Budgetary expertise to develop, allocate and monitor budgets.
11. Administrative and coordination skills are required to coordinate programs and activities. Excellent communication and interpersonal skills are necessary to explain details of various programs in conceptual terms and to make presentations.
12. Previous experience in the coordination, direction and evaluation of summer staff and volunteers.
13. Demonstrated knowledge of the Health and Safety Act and applicable regulations as it relates to the position.
14. Must possess a valid class "G" Driver's licence.
15. High Five Principles of Healthy Child Development Certification Considered an asset.

**THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.**