



THE CORPORATION OF THE TOWNSHIP OF CENTRE WELLINGTON

MANAGER OF COMMUNITY DEVELOPMENT PERMANENT, FULL TIME (35 HOURS PER WEEK)

As a member of the Management Team, provides effective leadership of the Community Services Department including tourism, theatre operations, cultural services, and community development for the citizens of Centre Wellington. Accountability for the administration and management of these divisions within Community Services including efficient staffing, budgets, strategic planning, and legislative compliance. Provides expert advice and sound recommendations to the Managing Director of Community Services on community development, cultural and tourism issues, as well as operational and business plans. Ensures compliance with all relevant legislation.

Major Duties & Responsibilities:

People (Human Resources)

- Responsible for the recruitment, selection, orientation, and supervision of employees including employee performance reviews consistent with Township policy.
- Sets a visible and positive leadership example in order to promote empowerment of employees and volunteers.
- Provides leadership, coaching, mentoring, guidance, two-way communications, and direction on the job for those employees who require encouragement and support. Ensures that employees understand and apply all occupational health, hygiene, and safety requirements.
- Embraces responsibility for people, financial, and material resources under corporate policy direction and departmental requirements that are expressed through the Managing Director.
- Creates and maintains a skills and interests inventory for all employees for training and development purposes. Encourages training and development so that employees can keep pace with requirements of their current positions and prepare themselves for possible assignment changes, new responsibilities, and advancements.
- Recommends staffing and staff status changes to the Managing Director as required due to changes in the organization, series, etc.
- Participate as required on corporate committees and task forces.

Tourism

- Responsible for overseeing the development of Elora and Fergus to becoming a Destination Marketing Management Organization with accountability to establish, implement and track the success of the plan in accordance with the Township's Strategic Action Plan and the development of the Elora Fergus Tourism brand.
- Works in collaboration with provincial partners on strategic themes for marketing Elora and Fergus through a joint budget process and memorandum of agreement.
- Increase community support by working closely with volunteer community members that support initiatives identified.
- Coordinate the annual Volunteer Recruitment night for not-for-profit organizations and festivals and events.
- Assist in the development of workshops for community partners in tourism related businesses to strengthen our product offering.
- Responsible for all ongoing interaction with the Province, and all other tourism/community stakeholders.
- Oversight for policies and initiatives related to tourism, events, and culture (i.e., Culture Master Plan, Municipal Alcohol Policy, by-laws, etc.).

Elora B.I.A and Fergus B.I.A

- Assist the Township's primary partners, Elora and Fergus B.I.A.'s related to downtown initiatives including communications, policies, beautification activities, etc.
- Attend or send designate to monthly board meetings.
- Assist in the ongoing development and regulations for downtown patios, cafés, and displays that are established on Township property.
- Support businesses and or B.I.A board members on organizing special events to ensure compliance with the Township.

Theatre Operations

- Responsible for oversight of the Theatre operations including programming, budgets, and maintenance. Advise staff and the advisory board of the Theatre with respect to programming, facility maintenance, and facility equipment purchases.
- Work closely with staff and volunteers with the development of new events.
- Assist in the presentation of reports for Council.
- Attends monthly meetings of the Volunteer Board.

Community Development

- Manages the administration, processes, and allocation of funding for the Community Impact Grants and Municipal OLG Arts, Culture, and Heritage Grants in collaboration with the Community Services Advisory Committee and develops a report to Council outlining their recommendations.
- Participates as an active member of the Community Services Advisory Committee.
- Represents the Community Services Department as a member of the Diversity, Equity, and Inclusion Committee.
- Acts as a liaison for the Township with community groups in the Township to support their initiatives or ideas for community improvement or activities.

Culture

- Responsible for the development and implementation of a Cultural Master Plan.
- Works closely with the Cultural and Special Event Coordinator to ensure strong working relationships with all stakeholders, user groups, patrons, and potential patron groups.
- Listens to ideas that are presented by volunteers and users for new programs and events in social and cultural initiatives that may benefit the community. Assists with the development of ideas and the design of programs that can translate ideas into operational activities.
- Create an open, welcoming point of view for volunteers and users so that cultural programming can be a direct reflection of what the community wants and needs.

Finance

- Develops and manages annual work plans, finance, and accounting policies and procedures. This includes operating budgets, equipment replacement budgets, purchasing goods and services, accounts payable and receivable, payrolls, and reporting. Follows corporate policies and procedures that are adapted for use by the Department.
- Submits applications for available grants that are eligible for tourism, arts, culture, or community development projects.

Communications

- Provide comprehensive advice and reports to the Managing Director of Community Services for presentation to Council and community representatives/partners.
- Act as a conduit between groups who can benefit from each other's expertise and experience. Encourages shared resources, ideas, and responsibilities between groups and the Township.
- Develop and maintain a contact network covering: Tourism stakeholders, Cultural contacts, suppliers, counterparts in other municipalities, and representatives of trade and professional associations.
- Ensure quality in all aspects of customer service, programs, events, and marketing consistent with department and corporate standards. Develop and monitor a quality assurance program.

- Provide advisory service, support, guidance, and information to community groups that are struck for various purposes from time to time as well as standing committees.

Other

- Keep knowledge and skill at a high level by taking training and development courses, seminars, webinars and selected reading.
- Responsible, as a manager and as an employee, for occupational health and safety.
- Participates, as required, in special events and ceremonies that celebrate Centre Wellington.
- Performs other related duties as assigned by the Managing Director.

Minimum Qualifications and Requirements:

- University Degree or College Diploma in Recreation Management, Marketing, Communications, Business Administration, or related field or acceptable equivalent.
- Three to five years progressively responsible experience in the municipal recreation programming, event planning, marketing, and customer services field.
- Excellent organization and management skills, problem solving, decision making, and conflict resolution skills.
- Strong communication skills with the ability to engage in public speaking. Convey information so that it can be understood by people from all walks of life, inside and outside the corporation.
- Strong internal working relationships to support departmental efforts with the Managing Director, employees, and others. Provides advice and guidance to members of committees, advisory groups, and patrons. Provides goodwill to the public.
- Represents the corporation in its relations with suppliers, contractors, and others.
- Manage all aspects of community development, tourism, culture and theatre programs, events and marketing of Centre Wellington.

Annual Salary: \$91, 253 – \$106,754 [2022 Salary Grid]

How to Apply: Township of Centre Wellington, 1 MacDonald Square, Elora, ON N0B 1S0
via email to: careers@centrewellington.ca

Deadline to Apply: Friday, May 20, 2022 at 4:00 p.m.

To learn more about the Centre Wellington community and the requirements for this position, please visit the Township's web site at www.centrewellington.ca and search the Job Opportunities link. Please submit your cover letter and resume in one document in .PDF format and indicate the position title in the subject line of email. The successful candidate will be required to provide proof of current and valid certificate(s) and/or educational qualifications. **No phone calls please.**

As the COVID-19 pandemic evolves, we continue to adjust recruitment practices based on the guidance provided by our local Public Health Unit. Assessment of candidates may be via video/remote interviews or physically distanced face to face interviews. We thank all those that apply; however only those candidates selected for an interview will be contacted.

Information gathered relative to this position is done so in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will only be used for candidate selection. Accessibility accommodations are available for all parts of the recruitment process. Applicants must make their needs known in advance.