



Employment Opportunity: Director of Parks & Recreation (Term)

Village of Bible Hill is seeking an experienced and community-minded individual to join our team as Director of Parks & Recreation for a full-time term of approximately 12 months. This leadership position oversees recreation and cultural services, including recreational facilities, programming and service delivery, and community events. The Director plays a central role in shaping and advancing recreation opportunities for residents of all ages.

About the Role

Reporting to the Clerk and Treasurer, the Director of Parks & Recreation leads the planning, development, implementation, and evaluation of a wide range of recreation facilities, programs, and services. The position manages facility oversight, supervises departmental staff, collaborates with community partners, prepares and monitors budgets, and develops short and long-term recreation planning for the Village.

This role requires strong leadership, excellent communication skills, sound judgment, and a passion for building vibrant, inclusive community recreation opportunities.

Key Responsibilities

Program & Event Leadership

- Develop, implement, deliver, and evaluate recreation programs and community events
- Oversee administrative components of the Before and After School Program
- Recommend user fees and manage volunteer recognition initiatives

Policy, Planning & Administration

- Develop procedures and recommend policy improvements
- Prepare and monitor annual budget and expenditures
- Stay current on trends and best practices in recreation

Community Promotion & Collaboration

- Lead marketing and outreach for programs, events, and facilities
- Build partnerships with community groups and external organizations
- Collaborate with partners on shared recreation initiatives

Facility Oversight

- Monitor facilities for safety compliance and coordinate maintenance needs
- Assist with planning for repairs, upgrades, and improvements

Human Resources & Volunteer Management

- Recruit, supervise, and support staff and volunteers
- Provide training, development, and performance feedback
- Track and monitor required staff certifications

Grant Development

- Identify funding opportunities and prepare grant applications
- Lead the development of new or enhanced programs aligned with funding

Qualifications

Education

- Bachelor's degree in recreation or a related discipline, or equivalent relevant experience

Work Experience

- Minimum three years of progressively responsible experience in recreation or community programming, including supervisory experience

Skills & Knowledge

- Excellent interpersonal, written, verbal, and public-speaking skills
- Knowledge of municipal government and legislation related to parks and recreation
- Strong relationship-building and community engagement abilities
- Experience with HR functions, procurement, budgeting, and project management
- Proficiency with Microsoft 365 and related software

Licenses & Certifications

- Valid Nova Scotia Driver's Licence and satisfactory driver's abstract
- Clear Vulnerable Sector Check
- Nova Scotia Child Abuse Registry Check

Hours & Compensation

This is a full-time, non-unionized term position (approximately 12 months), typically 8:30 am to 4:30 pm, Monday to Friday (35 hours per week), with occasional evening, weekend, and holiday work for program and event needs. The successful candidate is expected to be flexible in hours worked. This position has a tentative start date of April 13, 2026.

Compensation is to be negotiated based on the successful candidate's skills and experience.

How to Apply

Submit a brief cover letter and resume to Mitchell Bell, Clerk and Treasurer, by email to mitchell.bell@biblehill.ca, or in-person (sealed) at the Village Office, 67 Pictou Road, Bible Hill.

Village of Bible Hill is committed to providing an inclusive and barrier-free work environment, starting with the hiring process. If you have questions or would like to request accommodation measures during any phase of the hiring process or as an employee, please notify us as soon as possible. Applications are welcome from all qualified persons, including individuals from historically underrepresented communities, including black racialized and indigenous peoples, members of 2SLGBTQIA+ community, newcomers to Canada and people with disabilities. Please note that only successful applicants will be contacted.

Applications will be reviewed beginning January 5, 2026 and accepted until the position is filled.