



Employment Opportunity

Position:	Recreation Supervisor
Department:	Community Services
Hours of Work:	40 hour workweek
Location:	740 Scott St Fort Frances, ON, P9A 1H8
Wage Rate:	\$73,278 to \$89,752 /annually (\$35.23 to \$43.15 /hour)
Commencing:	As soon as possible
Posting Date:	October 10, 2025
Deadline:	October 24, 2025

To apply, please submit a completed application form, along with your cover letter and resume, by email to jobs@fortfrances.ca with the subject line: Recreation Supervisor

Kindly ensure that all documents are saved with your name included in the file name and attached to your email.

Application forms can be downloaded from our website:
<http://fortfrances.ca/town/human-resources/employment-opportunities>

Please note that external applications are only accepted via email.

To learn more about this opportunity, please contact Elisa McLeod, Recreation and Culture Manager, at (807) 274-4561.



POSITION DESCRIPTION

Position Title:	Recreation Supervisor
Supervisor:	Recreation and Culture Manager
Employee Group:	Management Non-Union

Position Summary

- The Recreation Supervisor is responsible for overseeing the development, implementation, marketing, organization, and evaluation of all community and summer programs. This includes daily supervision and administration of staff and services under their direction. The incumbent also coordinates and delivers programs, events, and tourism-related initiatives for the Town of Fort Frances, including school programs, registered and drop-in activities, and community engagement initiatives.

Direction Received

- The incumbent reports to the Recreation and Culture Manager.

Direction of Others

The Recreation Supervisor is responsible for providing leadership and operational support in the absence of the Recreation and Aquatics Supervisor. This includes overseeing daily recreational programming, managing staff, ensuring facility safety and compliance, and maintaining service continuity to meet community needs.

Reporting to the Recreation Supervisor:

- Summer Program Staff
- Recreation Program Staff
- Customer Service Associates / Receptionist (Task Direction)
- Marina Staff

As a supervisor the Recreation Supervisor monitors employees' performance, schedules, disciplines, coaches, and advises staff in accordance with municipal policies. Working within departmental budgets and Town of Fort Frances policies, the incumbent supports recruitment, training and development of staff as required.

Revenue, Asset and Expenditure Scope

- Oversee an annual operating budget of approximately \$150,000 and approximately \$100,000 in assets
- Responsible for program invoicing, payment processing, and the purchase and maintenance of recreation supplies and equipment
- Supports fund development and sponsorship opportunities for Community Services projects.

General Responsibilities

This role combines the responsibilities of recreation programming, events coordination and staff supervision.

Key duties include:

- Develop, implement, and evaluate recreation, sport, and community programs for residents of all ages.
- Organize, market and supervise a range of recreation programs and seasonal events.
- Lead and support community activities and Town-sponsored special events.
- Oversee the daily operations of recreation programs, ensuring accessibility, inclusion, and quality service delivery.
- Provide operational oversight and task direction to Reception and Marina staff.
- Promote inclusive participation and foster a welcoming environment for all residents.
- Lead, instruct, and motivate individuals and groups in leisure pursuits.
- Set up and manage program equipment, ensuring safety and accessibility.
- Enforce and promote compliance with Town safety policies and protocols.
- Communicate community engagement initiatives to increase awareness and participation.
- Assist in maintaining and updating Community Services content on the Town website and social media established limits.
- Track attendance, participation, and feedback data to evaluate program effectiveness and recommend improvements.
- Support the Recreation and Culture Manager in researching and preparing funding proposals, sponsorship applications, and reports.
- Participate in regional recreation networks and professional development opportunities.
- Report maintenance, safety, or operational issues to the Facilities Superintendent and the Recreation and Culture Manager.
- Stay informed about relevant funding and partnership opportunities.
- Ensure program permits meet regulatory standards and implement improvements where needed.
- Respond and attend to employee queries outside of standard business operations.
- Perform other related duties as assigned.

Education and Qualifications

- Two-year post-secondary diploma in Recreation, Business Administration or Leisure Studies.
- Minimum two (2) years of related experience in recreation programming or community event management.

- Demonstrate leadership, communication, and customer service excellence.
- Valid Ontario Class “G” Driver’s License
- Proficiency in Microsoft Office and recreation software (e.g., ActiveNet or equivalent)
- Experience collaborating with not-for-profit organizations and volunteer groups.

Asset

- Experience developing grant or sponsorship applications
- Previous supervisory experience.
- Current National Lifeguard or Fitness certifications (considered an asset but no required)

Knowledge, Ability & Skill

- Strong interpersonal skills for engaging with the public, staff and community partners.
- Ability to plan, organize and deliver multiple programs simultaneously.
- Effective verbal and written communication skills.
- Ability to work independently and collaboratively in a fast-paced environment.

Effort

- Work demands concentration for moderate to prolonged periods on most days. Interruptions are continual throughout the day for short periods and may occasionally require change in priority or involve leaving the task at hand.
- Critical demands are occasional.
- Physical demands are related to normal to above normal muscular and sensory strain for short to moderate periods.
- The position is required to work a minimum of 40 hours per week at a flexible time allotment as position requires.
- Daily duties will also involve site visits, as required.
- Additional hours average up to 15 percent more than the regular workday. These additional hours are related to occasional attendance at meetings relevant to department and corporate responsibilities as required.
- The incumbent is occasionally exposed to physical hazards such as noise and may occasionally be subject to verbal abuse from difficult customers.

Working Conditions

- Primarily indoor work environment with frequent public interaction and exposure to noise in community recreation spaces
- Occasional outdoor work related to events or programs.

Conditions of Employment

- Employment is conditional upon a satisfactory Criminal Background Check, and Vulnerable Sector Screening.