



Director of Recreation Job Posting

We are looking for an innovative and energetic leader to shape the future of recreation in our municipality. This is an opportunity to make a lasting impact through leadership, community engagement, and oversight of valued municipal assets.

As our Director of Recreation, you will:

- Provide strategic leadership for municipal recreation programs, facilities and services.
- Oversee key community assets, including the Dr. Carson & Marion Murray Community Centre, Cape d'Or, and Glooscap Campground.
- Building strong community partnerships while leading departmental staff, budgets, and future recreation initiatives.

Apply today and help shape the future of our community!
Submit cover letter & resume to:

Kellie Seaman, HR Generalist
kseaman@cumberlandcounty.ns.ca

Closing Date: June 30, 2026 at 1:00 p.m.

Visit our website for detailed position description and salary scale.
www.cumberlandcounty.ns.ca

Follow us on social media!



www.cumberlandcounty.ns.ca



Department of Recreation

Job Title

Director of Recreation

About the Role

The Director of Recreation provides strategic leadership, planning, and oversight for all municipal recreation programs, parks, facilities, and related services. This includes direct responsibility for major municipal assets such as the Dr. Carson & Marion Murray Community Centre, Cape d'Or, Glooscap Campground, and other municipally owned or community-used facilities.

The role ensures residents have access to high-quality, inclusive, and sustainable recreation opportunities that support health, wellness, and quality of life.

This position reports to the Chief Administrative Officer and has 5 employees reporting directly to them.

Responsibilities and Duties

- a. Lead the development and implementation of municipal recreation plans and priorities, and provide reports and recommendations to senior leadership and Council.
- b. Oversee delivery of recreation programs and services, ensuring they are inclusive, accessible, and responsive to community needs, and support partnerships with community organizations.
- c. Oversee operations, maintenance, and capital planning for municipal recreation facilities, including major sites and community-used assets, while ensuring compliance with safety and regulatory standards.
- d. Develop and manage annual operating and capital budgets, monitor financial performance, identify funding opportunities, and ensure accurate reporting and fiscal accountability.
- e. Supervise and support departmental staff, including recruitment, training, performance management, and fostering a positive, service-oriented work environment.
- f. Build and maintain relationships with community groups and partners and support communication and promotion of recreation services.
- g. Create policies and procedures to ensure the Department operates in compliance with all applicable legislation and by-laws.
- h. Ensure compliance with applicable legislation, municipal policies, and safety standards, and oversee risk management for programs, facilities, and events.
- i. Perform other duties as assigned.

Qualifications

- a. A degree or diploma from a recognized college or university in Recreation Management, Community Recreation, Public Administration or an equivalent combination of education and experience in a similar field.
- b. 3 plus years of senior management experience, preferably in a public sector setting, including experience with leading and developing employees.
- c. Ability to work under pressure and be a leader who inspires and challenges others to be creative, innovative, and collaborative.
- d. Experience in collaborating with a variety of partners, including other levels of government and community organizations.
- e. Ability to think strategically in a political and multi-service environment.
- f. A valid Nova Scotia driver's license.
- g. Strong communication skills.
- h. Knowledge of Municipal government operations, policies, and procedures.
- i. Demonstrated knowledge of fiscal planning, budgeting and reporting.
- j. Demonstrated knowledge of management principles and supervisory practices.

Salary, Benefits and Conditions of Employment

The salary range for this position is \$111,526 to \$136,201. Placement and incremental increases on the scale are based on qualifications, experience and demonstrated ability to perform the responsibilities of this position.

The Municipality offers an extensive health and dental plan, a defined benefit pension plan, social & wellness opportunities, and a compressed work week option for eligible positions. This is a full-time position based at the Municipality's offices located in Springhill, NS.

The Municipality's Personnel Policy should be referred to for additional information regarding conditions of employment. A link can be found here: [Personnel Policy](#).