

Facilities and Events Liaison (Temporary)

Town of Three Rivers Prince Edward Island

The Town of Three Rivers (“TOTR”) is a town within Kings County in beautiful Prince Edward Island that was incorporated on September 28, 2018, through an amalgamation of seven municipalities and adjacent unincorporated areas. The Town of Three Rivers has continued to prosper and grow since its early days, and now its diverse communities thrive in their own unique ways, from tourism, culture and arts, agriculture, environmental engineering, hospitality and more, which makes Three Rivers the dynamic, flourishing town that it is today.

The Town of Three Rivers is currently seeking a ***Facilities and Events Liaison for a temporary 12 month position with possibility of extension.***

Accountable to the Manager of Community Services, the Facilities and Events Liaison collaborates with the Town of Three Rivers sports facilities (including sports fields and parks). Working closely with facilities staff, this role is responsible for the oversight of sporting, recreation, health living and leisure programs delivery within the facilities for implementation in the community for all ages and abilities. This position is also responsible for the coordination and execution of events and festivals for the Town of Three Rivers. Working directly with planning committees to support and coordinate events, the incumbent will seek and apply for funding for festivals and events, including pursuing sponsorship, and will ensure the successful planning and delivery of events.

As an ideal candidate, you will have strong collaboration, organizational and leadership skills to be able to effectively plan, organize and execute work assignments. Working in a diverse and fast paced environment with challenging and competing priorities, you will be a team player, with good analytical and critical systems thinking skills, and demonstrate computer proficiency with an advanced knowledge of the Microsoft Office Suite. You will have working knowledge of corporate budgeting principles and the ability to apply financial and budgetary skills. Due to the nature of the role, the successful candidate must have the flexibility to work evenings and weekends.

Excellent written and oral communication skills will be required with an ability to establish, maintain and promote friendly, co-operative and productive relationships with facilities, committees, community groups, other Departments, Town staff, other Government agencies, elected officials, potential event sponsors and the general public. You will be responsible for seeking out and applying for federal and provincial grant funding opportunities. A university degree in Commerce, Business Administration, Public Administration, Recreation/Leisure Management Studies or an acceptable combination of education and experience may be considered. The ideal candidate will have a minimum two (2) years supervisory experience and minimum one (1) year experience in event organization.

The Town of Three Rivers is committed to employment equity and diversity and encourages applications from all qualified candidates including women, people of any sexual orientation, gender identity, or gender expression; Indigenous peoples; visible minorities and racialized people; people with disabilities and all other equity deserving groups.

The Town of Three Rivers offers an attractive benefits package including a pension plan and medical/dental coverage. Salary Range: \$49,073 – \$61,342.

To apply for this unique leadership opportunity, please submit your application to dmacdonald@threeriverspei.com on or before **March 27, 2025** and **state the title of the position in the subject line of your e-mail.**

We thank all applicants for their interest, however only those under consideration for the role will be contacted.

FACILITIES AND EVENTS LIAISON

POSITION: Facilities and Events Liaison

RESPONSIBLE TO: Manager, Community Services

NATURE OF WORK: The Facilities and Events Liaison is responsible for the ongoing planning, development, delivery and evaluation of municipal sport, recreation, healthy living, and leisure programs for implementation in the community for all ages and abilities. He/she is also responsible for the planning, coordination and delivery for all Town of Three Rivers' events and festivals, including acquiring event sponsors.

He/she will work in co-operation with community groups, sponsors and agencies, according to their needs and Town of Three Rivers policy, to ensure that a wide range of sport, leisure, and event-related programs are provided across the municipality without duplication or barriers. He/she will inventory existing recreational programs, complete needs assessments to determine the programs that are desired and facilitate the creation and implementation of approved programs. He/she leads the continuous review and development of revised, updated and/or reworked event schedules to obtain maximum impact and effect for the Three Rivers community in consultation with organizers of previous year's festivals and events. He/she will be responsible for seeking out and applying for federal and provincial grant funding opportunities and for providing recommendations to the Manager of Community Services for consideration of Council.

This job description reflects the general details considered necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

Note: The incumbent shall ensure that the confidentiality of Town affairs is respected and practiced at all times.

ORGANIZATIONAL RELATIONSHIPS:

- Reports directly to the Manager of Community Services to ensure initiatives and events identified are achieved in a timely and efficient manner
- Works closely with other departments, and relates to Committees of Council through the Manager of Community Services and the CAO
- Develops and fosters close working relations with various external government departments and agencies, consultants, associated community groups, business groups, and event sponsors
- Deals with the public with integrity and in a professional and courteous manner
- Provides valuable research and input to support strategic planning for the Town to meet the goals of Council. Acts as a positive role model for all employees throughout the Town in provision of excellent service to our citizens

PRIMARY FUNCTIONS/ACCOUNTABILITIES:

- Promotes public understanding and increases awareness of the benefits of recreation, and healthy living in the community
- Plans, organizes, sources sponsors for and negotiates required contracts on behalf of the Town of Three Rivers for all Town-sponsored events
- Works with all forms of local media to promote Town events, festivals and programs. Creates brochures for designated events
- Manages staff and volunteers throughout events and troubleshoots issues that arise to minimize impact
- Responsible for the safe and efficient operation of all Town recreational sites and facilities maximizing “Best Use” of all assets
- Assess and recommend to the Manager of Community Services initiatives or potential activities not currently in place for the Town
- Ensure an opportunity for a variety of safe, accessible, and appropriate recreational activities to occur in the facilities within the Town of Three Rivers, with no or very limited barriers (accessibility, financial, demographic etc.)
- Responsible for the development and implementation of policies and procedures that support the delivery of recreational programs and the hosting of events/festivals

- Liaise with Sport PEI and other government departments and organizations to enhance the delivery of recreational and leisure services – lead contact with municipal management, staff, Council, and the public for areas of responsibility.
- Seek out, recommend and administer funding programs to maximize recreation opportunities. Assist in the projection, recommendation and control of budget items related to recreation programs

Together with the Town Accountant, monitors budget versus actual expenditures and takes appropriate action throughout the planning cycle of each event

- Develop and maintain a complete inventory of recreation resources within the Town of Three Rivers
- Attend programs, workshops, meetings and events beyond the normal workday when necessary
- Design, develop and deliver promotional materials and organize special events; prepares presentations, reports and recommendations as directed by the Manager, Community Services.
- Prepare presentations, reports and recommendations for Council and Committees as directed by the Manager Community Services or the CAO
- Coordinate facility booking for all Town of Three Rivers Recreational facilities; responsible for booking of meeting rooms for all related meeting activity
- Coordinate departmental activities/events with Town sports organizations and other Town departments
- Respond to and resolve sensitive and difficult public inquiries and complaints
- Supervise, promote, implement and evaluate various recreational programs for children and adults including sports tournaments, summer sports camp programs and specialized one-day sports events and programs
- Prepare and maintain records and evaluation reports on new and on-going program offerings
- Recruit, select, train, motivate, schedule, supervise, and evaluate seasonal, part-time and volunteer staff providing ongoing support to ensure retention and staff work in a safe manner
- Performs other related duties, responsibilities, or functions as assigned

REQUIRED COMPETENCIES:

- Thorough knowledge of principles, legislation, legal requirements, and best practices within the parks and recreation discipline
- Strong organizational, leadership, and conflict-resolution skills; ability to effectively plan, organize and execute work assignments in a timely, efficient manner
- Ability to effectively communicate with strong writing, presentation, and listening skills that promote understanding and clarity in a respectful and professional manner
- Good analytical and critical systems thinking skills
- Demonstrated ability to develop and maintain an effective team culture
- Good personal mastery and performance as a team player, with proven ability to role model the behaviours associated with a constructive culture and a commitment to health, wellness and safety
- Working knowledge of corporate budgeting principles and the ability to apply financial and budgetary skills
- Ability to function effectively in a diverse and fast paced work environment, with challenging and often competing priorities
- Strong problem-solving ability - able to react/adapt to changing demands and/or conditions
- Ability to establish, maintain and promote friendly, co-operative and productive relationships with other Departments, Town staff, other Government agencies, elected officials, potential event sponsors, the general public and community groups
- Ability to apply and function effectively in the workplace with demonstrated computer proficiency

REQUIRED QUALIFICATIONS:

- Minimum two (2) years supervisory experience
- Minimum of one (1) year experience in event organization
- Demonstrated skills in performance management and teambuilding

- University degree in Commerce, Business Administration, Public Administration, Recreation/Leisure Management Studies or related College Diploma or, an acceptable combination of education and experience may be considered
- Arena operator and/or ice facility operator certification is an asset
- Current standard level First Aid and CPR
- Demonstrated computer proficiency and advanced knowledge in the use of Microsoft Office software
- Driver's license in good standing, with access to a reliable vehicle

Acknowledgement:

I have read and understand my roles and responsibilities as it applies to my work duties, my performance expectations, my ability to get along with my colleagues and in support of a respectful work environment.

Name (Print)

Name (Signature)

Date