

THERECC.CA

JOIN THE TEAM

RATH EASTLINK COMMUNITY CENTRE

GENERAL MANAGER - 1 YEAR TERM

SALARY: \$100,000 - \$125,000

FULL TIME WITH BENEFITS

POSITION SUMMARY

The General Manager is responsible for the overall leadership, strategic direction, operational management, and financial performance of Rath Eastlink Community Centre (RECC). Reporting to the Board of Directors, the GM ensures the facility delivers exceptional recreation, sport, wellness, cultural, and community services while maintaining financial sustainability and operational excellence.

The GM serves as the primary spokesperson for the organization and works collaboratively with municipal partners, community organizations, user groups, sponsors, staff, and stakeholders to advance RECC's mission and long-term vision.

KEY RESPONSIBILITIES

STRATEGIC LEADERSHIP

- Develop and implement strategic plans, business objectives, and organizational priorities approved by the Board of Directors.
- Identify opportunities for growth, innovation, partnerships, and enhanced community engagement.
- Provide leadership in facility development, capital planning, and long-term sustainability initiatives.
- Monitor industry trends and emerging practices in recreation, sport, entertainment, and community facility management.

OPERATIONAL MANAGEMENT

- Provide overall leadership and management of all facility operations, including the aquatic centre, arena/rink facilities, fitness and recreation spaces.
- Oversee the safe, efficient, and customer-focused operation of the swimming pool, ensuring compliance with all health, safety, lifeguarding, and aquatic programming standards.
- Direct arena and ice operations, including ice scheduling, maintenance, major sporting events, tournaments, and community recreation programming.
- Lead the planning, scheduling, marketing, and execution of concerts, trade shows, conferences, community events, and other venue bookings to maximize utilization and revenue generation.
- Ensure facility assets, equipment, and infrastructure are maintained to the highest standards through preventative maintenance and capital renewal planning.
- Oversee risk management, security, emergency preparedness, and regulatory compliance across all areas of the facility.
- Develop and monitor operational performance metrics related to customer satisfaction, facility utilization, program participation, and service delivery.
- Foster collaboration among facility operations, recreation programming, aquatics, events, food services, and administrative teams to achieve organizational goals.
- Identify opportunities to enhance user experiences, increase operational efficiency, and expand programming and event offerings.

KEY RESPONSIBILITIES (CONTINUED)**FINANCIAL STEWARDSHIP**

- Develop and manage annual operating and capital budgets.
- Monitor revenues, expenditures, and financial performance to ensure fiscal responsibility.
- Identify and pursue revenue generation opportunities, including sponsorships, grants, partnerships, and special events.
- Ensure compliance with financial policies, audit requirements, and reporting obligations.

HUMAN RESOURCES LEADERSHIP

- Lead, mentor, and develop a diverse team of managers, supervisors, and staff.
- Foster a culture of accountability, collaboration, inclusion, safety, and excellence.
- Oversee recruitment, succession planning, performance management, and employee engagement initiatives.
- Support compliance with employment legislation and organizational policies.

GOVERNANCE & BOARD RELATIONS

- Serve as the principal advisor to the Board of Directors.
- Provide regular reports and recommendations on organizational performance, strategic initiatives, and risk management.
- Support effective governance practices and implementation of Board decisions.
- Ensure organizational compliance with all applicable legislation, regulations, and policies and agreements.

COMMUNITY & STAKEHOLDER RELATIONS

- Act as the primary representative and ambassador for the RECC.
- Build and maintain strong relationships with municipal and provincial governments, community groups, sport organizations, sponsors, and business partners.
- Promote the facility and its services through effective communications and public engagement.
- Represent the RECC at community events, meetings, and industry forums.

EDUCATION & EXPERIENCE**EDUCATION**

- Bachelor's degree in Business Administration, Recreation Management, Public Administration, Sports Management, or a related field.
- Master's degree is considered an asset.

EXPERIENCE

- Minimum 7-10 years of progressive senior leadership experience in recreation, sport, hospitality, facility management, municipal services, or a comparable sector.
- Demonstrated experience managing complex operations, budgets, and multidisciplinary teams.
- Proven success in strategic planning, stakeholder engagement, and organizational leadership.
- Experience working with boards, government agencies, and community organizations is preferred.

QUALIFICATIONS & SKILL REQUIREMENTS

- Strong strategic thinking and decision-making capabilities.
- Excellent leadership, communication, and interpersonal skills.
- Advanced financial management and budgeting expertise.
- Strong understanding of recreation facility operations and community programming.
- Ability to build partnerships and foster stakeholder relationships.
- Experience with risk management, governance, and organizational development.
- High degree of integrity, professionalism, and accountability.

WORKING CONDITIONS

- Primarily office-based with regular presence throughout the facility.
- Availability to attend evening and weekend meetings, events, and community functions as required.
- Participation in emergency response and operational support activities when necessary.

BENEFITS

- Group Benefits
- Retirement Plan
- Professional Development Opportunities
- Well-being Incentives

! Conditions of employment include legal eligibility to work in Canada, and clear Vulnerable Sector and Child Abuse Registry Checks.

Send cover letter & resume to the RECC Recruitment Committee by July 20, 2026, via email to

▶ HR@RATHEASTLINKCC.CA

We welcome cover letters and resumes from all qualified applicants. However, only those selected for an interview will be contacted.