



**TOWN OF TORBAY  
FACILITY SUPERVISOR**

**ABOUT TORBAY**

The beautiful Town of Torbay is a vibrant community with over 7,899 residents on the Avalon Peninsula of Newfoundland and Labrador. Torbay is home to over 150 businesses, three schools, and numerous community groups. Situated right on the Atlantic Ocean, Torbay offers breathtaking views in a scenic, rural setting. Conveniently bordering the capital City of St. John's, all urban amenities, including major retail centres and an international airport, are within a few minutes' drive.

**THE POSITION**

Reporting to the Director of Recreation and Community Services, the Facility Supervisor provides day to day leadership and direction over the customer service operations at the new Torbay Community Centre and oversees the business operations at the Community Centre. This includes a variety of tasks and responsibilities which include identifying, developing, coordinating and managing facility operations and events; ensuring a positive and safe experience for patrons; mentoring, leading and supervising staff; assisting in the preparation, promotion and implementation of events, programs and services; ensuring cleanliness and up keep of the facility; preparing reports and statistics; ensuring effective, efficient, safe and quality programs and services; ensuring fiscal accountability and providing daily/weekly reports to the Director of Recreation and Community Services. . Evening and weekend work will be required.

This is a full time permanent position.

**QUALIFICATIONS**

The ideal candidate will have a post-secondary education in the field of recreation/sport/community services/facility management, with progressive leadership experience and a minimum of five years facility management experience. Key competencies must include demonstrated leadership ability in people management and the ability to motivate staff; demonstrated ability to work effectively with diverse populations and user groups; knowledge of proper procedures for facility preparedness and cleanliness; effective oral and written communication skills; ability to manage with tact and diplomacy and possess sound decision making skills or any equivalent combination of experience and training acceptable to the Town.

**APPLICATION PROCESS**

The Town welcomes applications from qualified candidates until Monday, April 15, 2019 at 4:00PM. You are invited to email your resume, complete with references and covering letter, in confidence to Dawn Chaplin, Chief Administrative Officer at [dchaplin@torbay.ca](mailto:dchaplin@torbay.ca) .

The Town of Torbay wishes to thank all interested applicants. Only those selected for an interview will be contacted.