



**Town of Wolfville
Position Description
April 2026**

Position Title:	Director of Community Wellbeing
Reports to:	Chief Administrative Officer (CAO)
Reporting Staff:	Manager of Community Development, Compliance Coordinator, Visitor Information Centre Supervisor, Administrative Assistant.
Salary Range:	Level 5 – Directors: \$105,275 to \$139,228
Classification:	Permanent full-time

Position Summary:

The Department of Community Wellbeing has been created to coordinate and lead Wolfville’s community focused priorities and programs. This department requires a Director who can contribute to the Town’s leadership, create a supportive work environment, operationalize the Town’s plans and strategies, build partnerships, and foster a culture where everyday relationships and co-design are core to how programs and services are planned and delivered.

As a member of the Senior Leadership Team (SLT), the Director of Community Wellbeing provides advice & assistance to the CAO and Town Council on matters related to community safety, recreation, and community & economic development. The Director is responsible for the management of the Department and implementation of Town strategies. They are also responsible for relationship building with key partners, such as Acadia University, the Wolfville Business Development Corporation, and the Royal Canadian Mounted Police.

This role requires a skilled communicator, relationship builder, and strategic thinker with strong organizational and project management acumen. The ideal candidate emphasizes a relational approach to team building, program development and partnerships. They have experience turning plans and strategies into viable programs and services. They will possess a university degree in a related field and at least eight years of progressive experience in public sector leadership—ideally within a municipal setting.

Core Expectations of Role

Management Responsibilities:

- **Day-to-day Departmental Operations** - Responsible for strategic leadership, planning and management of the day-to-day operations of the Department in accordance with all policies and procedures. Foster a culture of mutual accountability, transparent communication, and collaborative problem solving. Ensure assignments are managed to maximize the effective use of human and financial resources while delivering high-quality service.
- **Human Resource Management** – Manage all departmental human resources including supervision, professional development and performance management. Participate in all staffing actions in accordance with the Town’s Human Resources Policies. Provide leadership, advice, direction and mentoring to departmental staff in the performance of their duties and coordinate workloads as necessary.
- **Financial Administration** – Assist with the preparation of the annual Operations Plan in line with the Town’s Strategic Plan and contribute to the development of related operating and capital budgets for the Department. Monitor and report on budgets during the year ensuring expenditures are within budget and financial guidelines.
- **Advice & Engagement** – Provide strategic advice to the CAO and Council on issues related to recreation, community safety, community & economic development and other related matters. Attend Town Council & committee and other meetings as required.
- **Leadership & Collaboration** – Be an active member of the Senior Leadership Team (SLT) and engage members of the SLT, along with other staff, at the planning stage of projects for feedback and maintain open lines of communication with impacted departments throughout project implementation.
- **Public Service** – Commit to the delivery of effective, accessible and equitable public services that enhance the wellbeing of residents and partners while maintaining fiscal responsibility and operational transparency. Make decisions and provide advice based on the Town’s priorities and values, and the best information available.
- **Workplace Environment** – Promote a relational work environment for all staff in the Department. Ensure a spirit of teamwork exists by demonstrating the benefits of collaboration and consultation, not only within the Department, but throughout the Town and with key stakeholders. Responsible for ensuring a safe and healthy workplace and compliance with all applicable legislation, regulation and By-laws.

Recreation

- Responsible for the championing and implementation of the Town’s strategic priorities, operational plans and established frameworks for recreation and serve as its chief steward within the organization and community.

- Develop multi-year strategies, policies, and departmental plans that embed relational values—belonging, shared responsibility, equity, and community wellbeing—into all aspects of recreation delivery.
- Responsible for fostering sustainable, inclusive, active and healthy living through recreation programming and initiatives.
- Ensure the provision of supportive environments that encourage participation in recreation and build community.
- Advise the Department of Planning & Public Works on planning for and investment in Town parks, trails, open spaces, and active transportation infrastructure.
- Co-create recreation programs and initiatives with residents, community partners, and underrepresented groups through trust-building, open communication and evaluation.
- Responsible for the safe operation of Town facilities, such as the Recreation Centre, Visitor Information Centre, and Recreation Hub.
- Liaise and coordinate with local, regional and provincial partners on the provision of recreational and community programming and initiatives.

Community Safety & Compliance

- Manage the Town’s Community Safety & Compliance program, initiatives and staff.
- Coordinate with Town partners to promote community safety and wellbeing, including community organizations, Acadia University and the Royal Canadian Mounted Police.
- Oversee the safe and consistent administration of Town By-laws, using education-first, relationship-centered approaches to encourage compliance, including dangerous & unsightly premises, minimum standards, nuisance party, noise, traffic and parking under provincial legislation and other duties as defined under the Municipal Government Act.
- Creation, promotion and coordination of innovative programs and initiatives to improve community safety, belonging & compliance.
- Build relationships with community groups to address root causes of safety issues.

Community & Economic Development

- Support a vibrant and engaged community through development of community-based organizations and fostering volunteerism.
- Support community-led initiatives and strengthen networks of local organizations and businesses.
- Responsible for the coordination of community grant programs.
- Responsible for the management and delivery of the Town’s events.
- Responsible for coordination with community organizers on the delivery of special, large-scale or annual events.
- Responsible for tourism-related initiatives and the management of the Visitor Information Centre services.
- Coordinate Town priorities and initiatives with economic development stakeholders such as the Wolfville Business Development Corporation, Tourism Nova Scotia, Invest Nova Scotia, the Nova Scotia Department of Growth & Development, and the Atlantic Canada Opportunities Agency.

- Ensure that the Town of Wolfville is well positioned to take advantage of strategic economic development opportunities.
- Advise and coordinate with other staff on appropriate investments to facilitate economic development.

Other Corporate Responsibilities

- Monitor and review municipal policies, and make recommendations on their administration, development, and amendment.
- Stay informed of developments in legislation, best and promising practices, educational opportunities, and funding opportunities that may benefit the Department and Town.
- Build a network of professionals, businesses, organizations and community members who can assist and support the responsibilities of this position.
- Identify and maintain data and information in support of the responsibilities of this position.
- Undertake other duties as required by the Chief Administrative Officer.

Decision Making:

This position makes operational decisions guiding the Department and development of strategies to implement the approved directions of Council.

Skills, Knowledge & Experience:

- Excellent leadership, communication, and management skills.
- Excellent interpersonal and relationship building skills.
- Experience leading and managing people and resources.
- Experience in project management
- Experience in program and service delivery.
- A proven record of integrity and honesty.
- Knowledge of the legislative / policy making process.
- Knowledge of provincial laws, statutes and regulations relating to municipal government.
- A record of public sector innovation and accomplishment.

General Capabilities:

- Ability to contribute to a team as both a leader and follower.
- Ability to function as an effective problem solver and consensus builder.
- Ability to work effectively and professionally with Council, staff, outside agencies and the public.
- Ability to build trust-based relationships with residents and partners.
- Ability to tactfully and respectfully interact with a wide range of people from different backgrounds and cultures.
- Ability to learn from and coach others for mutual benefit.
- Demonstrated capacity to use co-design and community-led engagement methods.
- Commitment to equity and belonging as guiding principles in decision making.

- Strategic thinking.
- Self-motivated.
- Attention to detail.
- Process-driven.
- Computer savvy.

Working Conditions:

- This position spends periods of time at a desk and in front of a computer.
- This position requires occasional situations of conflict or stress typical to public service leadership. The Town is committed to supporting employee wellness and safety, providing resources for conflict management.
- This position spends periods of time at various Town facilities, parks, trails and job sites.
- Regular working hours are 8:30am – 4:30pm, Monday to Friday, with one hour unpaid for lunch each day, for a total of 35 hours weekly.
 - There is a requirement to attend meetings and other events outside of regular working hours as necessary.
 - There is also a requirement to participate in the Kings County Emergency Coordination Centre in the event of its activation.
- Some travel throughout the county and province is expected.

Required Qualifications:

- Knowledge typically acquired through completion of a bachelor’s degree in public or business administration, community development, recreation, or a related field;
 - Master’s degree in a related field is considered an asset.
 - Recognized certifications in local government is considered an asset.
- At least eight (8) years’ experience in public service, including at least five (5) years at a senior management level for a local government unit.
- An equivalent combination of education and experience will be considered.
- Working knowledge of municipal services and operations including budgets and finance, personnel management, recreation, community safety, community & economic development.
- Training and/or experience managing projects from conception through execution.
 - Project Management Professional designation is considered an asset.
- Nova Scotia Class 5 driver’s license.

Commitment to Equity and Inclusion

The Town of Wolfville welcomes and encourages applications from all qualified candidates, including Indigenous peoples, Black and other racialized individuals, people with disabilities, newcomers to Canada, members of 2SLGBTQIA+ communities, and others with diverse lived experiences.

If you require an accommodation at any stage of the recruitment process, please contact Laura

Yaroshevskaya at 902-599-7082 or at lyapplications@wolfville.ca.

We are committed to working with applicants to meet their needs.

How to Apply

Submit your application, including a cover letter and resume on Indeed or by email to Laura Yaroshevskaya at lyapplications@wolfville.ca with *Application: Director of Community Wellbeing* in the subject line.

Applications will be accepted until **Friday, April 24, 2026**. A full job description can be viewed on our website at www.wolfville.ca.

We thank all applicants for their interest; only those selected for an interview will be contacted.

Approved by:



Glenn Horne, CAO

April 1, 2026

Department of Community Wellbeing Organizational Chart

