

Arena & Recreation Facilities Manager

Town of Three Rivers

Prince Edward Island

The Town of Three Rivers (“TOTR”) is a vibrant community in Kings County, Prince Edward Island, formed in 2018 through the amalgamation of seven municipalities and surrounding areas. Since its formation, the Town has grown steadily and now offers diverse opportunities in tourism, arts and culture, agriculture, environmental engineering, and hospitality—making Three Rivers a dynamic and flourishing municipality.

The Town of Three Rivers is currently seeking an Arena & Recreation Facilities Manager to oversee the Cavendish Farms Wellness Centre and the Three Rivers Sportsplex.

Reporting to the CAO, and in matters specific to the Three Rivers Sportsplex, to the Sportsplex Board of Directors, the Manager is responsible for the effective and efficient operation of both facilities. This is a hands-on leadership position involving strategic planning, operational management, budgeting, facility maintenance, staff supervision, and client services. The Manager will play a vital role in maximizing facility use, coordinating with community organizations, and ensuring that both centres continue to serve as valued community hubs.

Key responsibilities include:

- Overseeing daily operations and long-term planning for both facilities.
- Managing staff, ice scheduling, and event bookings.
- Maintaining strong relationships with user groups, including hockey, ringette, and community organizations.
- Administering operational and capital budgets.
- Promoting the facilities to increase revenue and community engagement.
- Ensuring compliance with health, safety, and regulatory requirements.

Qualifications:

The ideal candidate will have post-secondary education in recreation, sports and leisure management, business administration, or a related field, along with 3–5 years of progressively responsible experience in business, recreation, or fitness management. A combination of education and experience will be considered.

- Knowledge of arena operations, equipment, and ice-related sports.
- Experience in budgeting, operations, and staff supervision.
- Excellent interpersonal, communication, and problem-solving skills.
- Strong ability to build partnerships with community groups and event promoters.

- Willingness to obtain or current possession of certifications including WHMIS, First Aid and CPR, Responsible Beverage Service, and Arena Operator Level 1 & 2.

The Town of Three Rivers offers:

- A competitive salary range of \$79,992 - \$88,740.00
- A comprehensive benefits package, including pension and medical/dental coverage
- A welcoming and inclusive work environment

The Town of Three Rivers is committed to employment equity and diversity. We encourage applications from all qualified candidates, including Indigenous peoples, racialized persons, women, persons with disabilities, LGBTQ2S+ individuals, and members of other equity-deserving groups.

To apply:

Submit your application by email to jjamieson@threeriverspei.com by August 22, 2025 @ 12:00pm, indicating the position title in the subject line.

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