

**Cavan Monaghan
Job Description**

Position: Recreation Coordinator

Reports to: Manager of Parks and Facilities

This Job Description is effective: May 2024

Page 1 of 3

Job Summary

The Recreation Coordinator is responsible for developing, scheduling, evaluating and promoting all sport, recreation, healthy active living, leisure programs and special events for all ages and abilities for the Municipality. Provide excellent customer service. Responsible for multi-media advertising, public education and marketing of the programs and events offered. The position will be responsible for overseeing all the programming at the Community Centre and all municipally owned Parks and Facilities.

This position will oversee and coordinate the administration of the Recreation Program Assistant(s).

Duties and Responsibilities

- Develop, schedule, evaluate and promote the program planning (short and long term) for the Municipality, including identifying the types of programs and special events the Municipality requires.
- Oversees and directs the Recreation Program Assistants i.e., programs, camps, events, reception, contracts, scheduling, primary contact.
- Process and except payments for program registrations, facilities bookings, point of sale transactions, memberships.
- Balance and verify daily review and complete administrative paper work
- Facilitate, organize and manage the implementation of programs and events for the Municipality including the review and evaluation.
- Primary contact for the Parks and Facilities programs.
- Assists with processing of all invoices and creating contracts while ensuring they adhere to the approved budget and Municipal policies and by-laws.
- Scheduling contract rentals, organizing tournaments and programs for all facilities and booking supplementary ice time.
- Assist with drafting all policies and procedures related to the Parks and Facilities department and the Community Centre operations.
- Annually plan, develop and monitor a department marketing strategy and promotional materials (e.g., semi-annual leisure guide, newsletters, website, radio, social media and print ads); execute the strategy following the operating budget guidelines.

- Assist in the preparation of the operational and capital budgets and reports as required.
- Assist in researching Grants and funding opportunities.
- Work with and attend Committee of Council and local groups as assigned.
- Assist in the development and coordination of Requests for Proposals/Tenders as they relate to the Parks and Facilities Department.
- Ensure adherence to the Municipal By-laws pertaining to the department and all relevant Municipal/Provincial/Federal legislation and regulations.
- Ensure public safety at all times by following the Occupational Health & Safety Act and the Municipal Health and Safety Policy.
- Follow all safety procedures and eliminating hazards on all Municipal properties.
- Ensure the confidentiality of all departmental information in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
- Assist with needs or requests pertaining to the operations of the Concession Booth and directs the information to the appropriate person.
- Facilitates community development initiatives with user groups and organizations as they relate to the Municipality's objectives and needs.
- Liaises with departmental staff, community organizations and other agencies in providing specialized programs, workshops and special events; promotes community development through liaison with social service agencies and facilitation of community groups.
- Competent in utilizing a variety of computer software programs to include program registration system and facility booking. Can produce various reports (i.e. program support documents) and complete statistical analysis to assist with future program and budget development.
- Assist with the maintenance of files in accordance with the Records Retention By-law.
- Availability to work flexible hours as required (days, evenings and weekends).
- Perform additional duties on a daily basis as required to meet the needs of the department and organization.

Supervision

This position provides direction to the Part-time Recreation Assistant(s). There is no other supervision within the Parks and Facilities unionized staff; however, this incumbent will coordinate activities related to the Parks and Facilities functions and programs and will work with and assist other departments.

Working Conditions

Exposure to normal business environment of 35 hours per week, variation of days, evenings and weekends in a recreational and office setting. Visual acuity, mental concentration, and adaptability to change of direction as required.

Job Knowledge/Education

- Post-secondary education in recreation/leisure studies or related fields such as Recreation, Facilities and Parks Management.
- Minimum of three (3) years working experience in a recreational setting, with preference given to municipal experience.
- Knowledge and working experience relating to the Occupational Health and Safety Act.
- Valid Class "G" Ontario Driver's License.
- Strong organizational, time management, and leadership skills.
- Demonstrated strong customer service skills and correspondence preparation.
- Proven ability to communicate effectively within the Municipal organizational structure.
- Police check including vulnerable sector required upon verbal offer of employment.
- Must be certified in First Aid/CPR and Workplace Hazardous Materials Information System (WHMIS).

Please note: The above statements reflect the general details considered necessary to describe the principal functions of the job identified and shall not be considered as a conclusive description of all work required in the position. This job description may be subject to change to meet organizational or operational requirements.

Reviewed By:

Chief Administrative Officer

Date