

Municipality of the District of Shelburne
Position Description

| | | | |
|---|---|---------------------------------------|---------------------------------|
| Title: Recreation Coordinator | | | |
| Reports to: Director of Recreation and Parks | | Department: Recreation & Parks | |
| Status: | <input checked="" type="checkbox"/> Permanent | <input type="checkbox"/> Seasonal | <input type="checkbox"/> Summer |
| | <input checked="" type="checkbox"/> Full-time | <input type="checkbox"/> Part-time | <input type="checkbox"/> Casual |
| | | <input type="checkbox"/> Term | |

Position Summary:

Recreation Coordinator shall be responsible for the effective oversight and coordination of all day-to-day recreation programs, services and facilities provided by the Municipality to residents and community organizations including program and service development and implementation, volunteer recognition and support, management and supervision of summer staff, working with community members and businesses to provide appropriate program opportunities, attending meetings of community groups when required, preparing reports and recommendations for Director of Recreation and Parks and Recreation and Parks Advisory Committee, preparing summative reports on department operations, and overseeing the department's program operating budget. This position description is a general scope of duties and does not limit Management's ability to assign other responsibilities to this position from time to time.

General Responsibilities:

1. Responsible for program development and delivery, management, supervision and evaluation of the recreation programs and services in order to meet annual department goals and objectives ensuring that an inclusive suite of programs and services are offered that respond to community needs.
2. Supports the Director of Recreation and Parks in maintaining an up-to-date listing and inventory of all community groups, festival and events, and community facilities.
3. Works closely with the Municipal Physical Activity Leadership (MPAL) staff person and summer staff, to ensure programs and services are coordinated and offered in various parts of the Municipality on a year-round basis.
4. Prepares reports for Director of Recreation and Parks regarding issues that require management consideration, Council approval, program evaluation, and end of summer program review.
5. Provides information to community groups on a timely basis respecting grants, training opportunities, programs, services, equipment and resources.

6. Oversees and directly manages summer staff and grant paid staff, including supervision, evaluation, guidance, support and mentoring to assist employees with program and service delivery, including recommending to the Director of Recreation and Parks the hiring of appropriate staff.
7. Supports volunteer sector development through volunteer recognition activities, organizing and supporting volunteer training, and providing access to relevant volunteer resources.
8. Acts as the Municipality's representative on appropriate community organization boards such as local festivals, at the request of the Director of Recreation and Parks.
9. Assists the Director of Recreation and Parks with appropriate grant applications to further enhance the Municipality's programs and services.
10. Coordinates the Municipality's equipment loan program including advertising and promotion of the service, documenting of lenders and equipment, ensuring that all equipment returns are tracked; making recommendations for the repair, replacement and purchase of new equipment.
11. Coordinate a youth leader volunteer program to support the development and leadership of youth in the community by providing opportunities for program development and implementation, as well as facilitating community volunteering opportunities.
12. Responsible for the promotion of department programs and services through all available media sources that are best suited to attract the target participants.
13. Lead staff person responsible for the Recreation and Park's website updates and social media posts on Facebook and Twitter; including monitoring these sites regularly for questions or comments from the public that need to be acted upon.
14. Recommends draft policies and standard operating procedures required for the effective operation of the Department under the direction of the Director of Recreation and Parks, including recreational policies like healthy eating and inclusion.
15. Attends and represents the Municipality at Yarmouth Shelburne Municipal Recreation Association and South Shore Valley Recreation group meetings when requested by the Director of Recreation and Parks.
16. Other duties as assigned by the Director of Recreation and Parks from time to time.

Skills Required:

1. This employee must exercise a high degree of accountability in all aspects of their job and are expected to work independently and follow checks and balances for all tasks.
2. Experience in program development and evaluation.
3. Strong diplomatic and conflict resolution skills to tactfully handle resident and staff questions and concerns.
4. High degree of analytical thinking, planning, prioritization, and execution skills.
5. Effective attention to detail and a high degree of accuracy.
6. Must be able to effectively communicate both verbally and in writing at a professional level with proper grammar and language.
7. Highly proficient in Microsoft Office.
8. The incumbent must be confidential in all aspects of their employment.
9. This employee must recognize that they are a public servant and must show utmost respect always when dealing with other staff, the general public and Council.

Hours of Work:

This is a union position that operates in the Recreation and Parks Department. Regular hours of work are Monday to Friday, 9:00 am to 4:30 pm. Due to the nature of recreation programs, occasional work outside of these hours will be required.

Qualifications:

Applicants for this position must be a graduate of a recognized post-secondary institution with a degree in recreation, recreation management, health promotion, business administration, or equivalent with a strong understanding of program development and service delivery and evaluation, plus two to three years of related experience.