



**Job Posting: #2022-07**

**Job Title: Recreation Services Coordinator**

Department: Cultural Services

Reports To: Manager, Parks & Facilities Services

Directly Supervises: Seasonal Program Staff and Instructors, Seasonal Aquatic Staff, Volunteers

Status: 18 Month Contract (Maternity Leave)

Hours per Week: 35

Salary Range: \$52,676.00 to \$64,028.00 (pending 2022 salary wage grid)

**Application Due Date: Monday, January 31, 2022**

### Position Summary

The position is responsible for the planning, coordination and delivery of recreation programs and leisure activities, for all ages, including communications and promotion. Supervises and schedules programs, contractual staff, volunteers, seasonal day camp and pool staff. Responsible for the day-to-day seasonal operations of the Blue Dolphin Pool.

### Role Specific Duties and Responsibilities

#### Supervision and Leadership:

1. Provide day-to-day leadership and supervision of staff which includes work planning, scheduling, staff mentoring/coaching and monitoring of working conditions and human resources administration (recruitment, performance reviews).
2. Manage and supervise scheduled recreational and leisure programs for participants of all ages, including the seasonal pool which includes overseeing swimming lessons and aquatic programs.
3. Working with the Manager of Park & Facility Services, assists in the development of service levels, policies, procedures and operating plans and ensure legislated standards and municipal policies are followed and the appropriate inventory control, purchasing and records management measures are in place.
4. Ensure staff are knowledgeable of applicable health and safety legislation, are trained to act appropriately in emergency situations, practice safe program delivery, operate equipment and materials safely utilizing safe work practices; ensure that documented procedural information is available and that necessary reports/follow-up to such incidents or near misses are completed and reported accordingly.
5. Assist the Manager of Park & Facility Services with the preparation of the annual business plans and budget (operating). Establish fees and ensure financial accountability and viability of programs and courses. Responsible to monitor programs and events overall performance against the business plan

and budget, prepare and submit periodic performance reports with initiation of corrective action as necessary.

#### Recreation Programming and Events:

6. Assess the recreational needs and interests of the residents of Meaford through needs assessments, surveys and questionnaires.
7. Identify and make recommendations for programming needs and direction by working closely and cooperatively with community groups, organizations and agencies.
8. Plan, develop, implement, organize, schedule, promote, supervise, administer and evaluate a full range of recreation programs and services to engage the community and maximize potential usage of municipal recreation facilities.
9. Maintain an inventory of program supplies, receive and confirm accuracy of invoices and shipments, stock supplies in appropriate storage locations, process and track payments for programs and special events services.
10. Prepare, maintain and process various records (e.g. timesheets, financials, memberships and attendance records), statistics, reports (including year-end reports) and presentations.
11. In collaboration with key municipal staff, to solicit sponsorship opportunities for recreation programs, including free public swims.
12. Coordinates the Municipality's recreation subsidy program through the partnership with Golden Town Outreach.
13. Participates in internal and external committees, as deemed appropriate by the Director of Community Services, representing recreation services.
14. Respond to inquiries by providing information, explanations, assistance, handling and resolving problems and complaints, dealing with staff, program participants and members of the public in a courteous and efficient manner to maintain a high standard of public relations at all times.
15. Ensure that cancellation policies and procedures are in place, and that those procedures are followed to inform participants of cancellations.

#### General Duties and Accountabilities

1. Provide and maintain a high degree of confidentiality and security of information at all times. Where information is developed prior to staff/public release, ensure confidentiality of information provided to produce content for Council and other sensitive information sources.
2. Work in compliance with the Occupational Health and Safety Act, and other applicable legislation, department policies/procedures/practices, operational guidelines, and perform safe work practices.

3. Perform other duties as may be assigned in accordance with department and corporate objectives.

### Required Certifications and/or Health and Safety Requirements

1. CPR-C and First Aid Certification.
2. Valid Class G Driver's Licence.
3. High Five Principles of Healthy Child Development Certificate - QUEST considered an asset
4. Pool Operator qualifications.

### Education, Skills and Experience

1. OSSGD plus Degree or Diploma in Recreation, Leisure Services, Municipal Administration/Services, or related field.
2. Minimum 3 years' demonstrated progressive experience in a recreational environment. Proven experience in supervision of staff, marketing, recreation programming, program development and aquatics services.
3. Thorough working knowledge of recreational programming design and delivery principles, guidelines and best practices, community development, local government functions/responsibilities, marketing principles and strategies and staff scheduling.
4. Thorough working knowledge of the Health Act, the Occupational Health & Safety Act, the Employment Standards Act, the Ontario Human Rights Code and special needs issues, the Accessibility Act, the Occupiers Liability Act, the Day Nurseries Act, and other applicable safety-related legislation, regulations and guidelines.
5. Strong communication (written, oral and interpersonal), organizational, public relations and customer service, flexibility, ingenuity and time management skills.
6. Excellent staff leadership and supervisory skills to provide guidance and support for part-time and seasonal staff as well as volunteers.
7. Computer literacy to utilize e-mail, word processing, spreadsheet software (specifically Microsoft Office Suite Outlook, Word, Excel, Desktop publishing software to design and produce marketing and promotional materials, and program registration and facility booking software.
8. Ability to interact and deal effectively and courteously with all levels of staff, other levels of government, contractors, architects and/or consultants, community groups/stakeholders, volunteers and the general public in order to build co-operative and collaborative working relationships and internal and external alliances.
9. Budget experience including preparation and management of a budget and expenditure control is an asset.



## Physical Demands and Working Conditions

- Physical demand requires considerable standing and moving, and occasional lifting. Some exposure to inclement weather and temperature conditions, loud noises, chemicals, etc.
- Normal hours of work are 35 hours per week with flexibility to attend a significant number of after-hours meetings and weekend events to ensure satisfactory operations and services. Available for after-hours calls for escalated issues related to recreation programs and events.

## Contacts and Interactions

- Communicates regularly with staff, user groups, volunteers, contractors, and community/service organizations, ministry agencies, suppliers, trades, and the general public.

## Applicant Information

Interested qualified applicants are invited to forward their cover letter and resume quoting Job #2022-07 by Monday, January 31, 2022 to:

[jobs@meaford.ca](mailto:jobs@meaford.ca)

Attention: Human Resources

The Municipality of Meaford is committed to providing a barrier-free workplace. If accommodation is required during the selection or interview process, it will be available upon request.

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

Personal Information is collected under the authority of the Municipal Act for the purpose of candidate selection, and all information will be stored and used in accordance with the Municipal Freedom of Information and Protection of Privacy Act. For further information about this data collection, please contact [jobs@meaford.ca](mailto:jobs@meaford.ca).