



Job Posting: #2023-10

Job Title: Recreation Programming Coordinator

Department: Community Services

Reports To: Manager, Parks & Facilities Services

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

Status: Full-time Permanent

Hours per Week: 35

Salary Range: \$52,676 - \$64,028

Application Due Date: Sunday, February 12, 2023

Position Summary

This position is responsible for the planning, coordination and delivery of recreation programs and leisure activities, for all ages, including communications and promotion. Supervises, schedules and delivers programs, including year-round, summer and aquatic programs. Supervises program instructors, volunteers, seasonal day camp and pool staff. Evening and weekend hours are essential to this position.

Role Specific Duties and Responsibilities

Supervision and Leadership:

1. Provide day-to-day supervision of staff which includes work planning, scheduling, staff mentoring/coaching and monitoring of working conditions and human resources administration (recruitment, performance reviews).
2. 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.

Administration:

3. Administer program registrations, including set-up of online systems, processing and reconciling payments, and responding to customer queries.
4. Assess the recreational needs and interests of the residents of Meaford through needs assessments, surveys and questionnaires.
5. 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.
6. Prepare, maintain and process various records (e.g. timesheets, financials, memberships and attendance records), statistics, reports (including year-end reports) and presentations.

7. Working with the Manager of Parks & Facilities 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.
8. Ensure that cancellation policies and procedures are in place, and that those procedures are followed to inform participants of cancellations.
9. 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.
10. Update and maintain the Recreation Programming social media platforms.

Partnerships:

11. Identify and make recommendations for programming needs and direction by working closely and cooperatively with community groups, organizations and agencies.
12. Coordinates the Municipality's recreation subsidy program through the partnership with Meaford Food Bank & Outreach.
13. Participates in internal and external committees, as deemed appropriate by the Director of Community Services, representing recreation services.
14. Work with other municipal divisions to coordinate a broad range of programs offered across the Municipality.

Programming:

15. Develop, organize, and promote, a full range of year-round recreation programs and services to engage the community.
16. Recruit program instructors.
17. Provide on-site supervision of programs, including set-up and tear-down.
18. Act as instructor for appropriate programs.
19. Coordinate municipal summer camps, including working with third party organizations, recruitment and supervision of staff, camp registration, and on-site support.
20. Coordinate the provision of swimming lessons and aquatic programs at the seasonal outdoor pool.
21. In collaboration with key municipal staff, to solicit sponsorship opportunities for recreation programs, including free public swims.

General Duties and Accountabilities

1. Provide and maintain a high degree of confidentiality and security of information at all times.

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. Other relevant designations and certifications such as Early Childhood Educator, Child and Youth Care Practitioner, High Five Principles of Healthy Child Development Certificate, High Five Health Aging Certificate or Therapeutic Recreation considered an asset.
4. Pool Operator qualification considered an asset.

Education, Skills and Experience

1. OSSGD plus Degree or Diploma in Recreation, Leisure Services, Municipal Administration/Services, or related field.
2. Experience in a recreational environment performing tasks such as supervision of staff, marketing, recreation programming, program development and aquatics services.
3. Program instructor experience (any discipline).
4. 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.
5. Understanding of legislation related to the provision of recreation programming. Strong communication (written, oral and interpersonal), organizational, customer service, flexibility, ingenuity and time management skills.
6. 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, community groups/stakeholders, volunteers and the general public.
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.

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 #2023-10 by Sunday, February 12, 2023 to:

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.