

Canning & District Recreation Commission

Recreation Coordinator – 12 Month Contract Position

Job Description

Overview of Responsibilities

The Recreation Coordinator is responsible for the provision and promotion of recreation programs and activities that meet the leisure needs Canning area citizens. The Coordinator is responsible for the efficient and effective monitoring and use of CDRC-owned recreation and park facilities and equipment. The Coordinator is also responsible for the development and promotion of special events and festivals in the Canning area.

As a community leader for recreation services, the Coordinator is responsible for developing and nurturing a strong rapport with the public, volunteers and local organizations. The Coordinator is a resource person that facilitates the development and promotion of community led recreation activities and programs.

The Recreation Coordinator shall demonstrate a high degree of initiative, resourcefulness, and the ability to work with minimal direct supervision. The position requires creativity, flexibility and a positive approach to problem solving to work effectively with a variety of people and groups in the community.

Typical Duties

The following outlines five areas of typical duties captured under the following headings: programs, public relations & policy implementation, facilities management, and festivals and special events.

1. Programs:

- Develop, administer, and lead all aspects of various recreation programs sponsored by the Recreation Department.
 - o Develop and/or maintain relationships with community partners (groups, organizations, and individuals) to coordinate and support programming initiatives.
- Continuous evaluation of programs and activities sponsored by the CDRC; respond to evaluation(s) and make changes where necessary and appropriate.
- Develop new programs as need is identified and resources allow.
- Ensure programming is available to a variety of populations, is inclusive, accessible, and is compliant with current provincial laws and standards.

2. Public Relations & Policy Implementation:

- Build and maintain good relationships with citizens, volunteers and local organizations.
- Promote the CDRC to communities by communicating the Commission's vision, policies and procedures for the provision of recreation services.
- Maintain a community activity inventory to share with the community regularly.
- Manage the CDRC website and presence on social media platforms to share information.
- Develop a strong recreation professional network with municipal, provincial and federal representatives to be aware of current and emerging issues relating to recreation and the CDRC.
- Report monthly by providing advice and recommendations to the Recreation Director on all recreation-related issues.
- Complete yearly Area Recreation Rate presentation as per The Municipality of the County of Kings Recreation and Fire Rate Policy, prepared in cooperation with the Recreation Director and CDRC Board.

3. Facilities Management

- Responsible for the operation and maintenance of all recreation and park facilities and equipment managed by the CDRC, except the Glooscap Arena.
 - o Including liaising with community groups and facility users where appropriate.

4. Festivals and Special Events

- Assist with community festivals and special events which are currently held or may be developed within the Canning and District area; this is applicable to CDRC sponsored events and community group led events.
- Responsible for initiating and developing special events as the need is identified.

5. Department Operations

- Work in accordance to all CDRC policies and procedures.
- Assist Recreation Director with hiring, supervision, and training of part-time and seasonal recreation staff.
- Follow the Department's annual operating and capital budgets.
- Model and promote a positive and productive work environment for all staff.

Specific Skills, Knowledge and Experience Preferred

- ✓ Recreation Degree or similar education and experience
- ✓ Excellent oral and written communication skills
- ✓ Municipal recreation experience an asset
- ✓ Facilitation and project management skills
- ✓ Computer – Microsoft Office suite, social media, website maintenance, Canva
- ✓ Planning – strategic, operational, budget
- ✓ Human resource management and development
- ✓ People oriented
- ✓ Research and policy experience an asset
- ✓ Presentation skills
- ✓ Decision making skills

JOB DETAILS

Duration: 12 Month Contract

Contract Start Date: September 9, 2024 (negotiable)

Contract End Date: September 1, 2025

Regular Work Hours:

September – April: 28 hours/week

May – August: 40 hours/week

Evenings and weekends may be required year round.

Salary Range: \$34,000-\$36,000/year