



MUNICIPALITY OF SOUTH DUNDAS

34 Ottawa Street, P.O. Box 740
Morrisburg ON K0C 1X0
613.543.2673 | southdundas.com

Recreation Coordinator

Job Title: Part Time-Recreation Coordinator (Contract - Up to 12 Months)	Last Revision Date: April 15 th 2022
Reports to: Director of Parks, Recreation & Facilities	Approved by: Council
Wage Level: \$20.00/hr 20 hours a week	Effective Date: May 30 th 2022

Job Summary:

The Recreation Coordinator will provide the Community with front facing customer service for recreation programming, while working on the development and implementation of programming, registration/bookings and administrative recreational tasks, and meeting with community recreation groups and committees to encourage and grow community engagement.

The Recreation Coordinator must be personable and approachable to the public, recreation groups, and committees. The coordinator should be capable of working independently and within a group setting with a variety of different age groups and abilities.

Duties and Responsibilities:

The following is not an all-inclusive list of duties however, an overall view of typical duties and responsibilities.

- Develop, Implement, and coordinate community programming and special events for all age groups and abilities.
- Coordinate and supervise program instructors and leaders in conjunction with the Director of Parks, Recreation, and Facilities.
- Aide Administrative staff with administration of recreational facility bookings, including the arena and Sports Lending Library.
- Act as an assistant liaison/resource person for user groups, committees, and volunteers.

- Work with the Staff to promote and publicize and market all programs/services in various means.
- Performs other duties as required or assigned.

Skills & Knowledge:

Knowledge of:

- Recreational and Leisure based activities
- Municipal operations, policies, and procedures
- Effective communication strategies
- Community engagement and enrichment

Ability to:

- Work independently.
- Be able to work evenings and weekends (if required)
- Be creative and innovative in program development and implementation.
- Connect with a variety of different age groups and abilities.
- Present to large groups.
- Organize and file program registrations, bookings, and rentals.
- Collection and recording of payments for programming and facility bookings.
- Respond to enquiries from the public regarding facilities, programming, and committees in a timely manner as outlined in the Corporation's policy.
- Liaise with different committees, attend meetings, and record minutes and information as required.

Work Environment:

Incumbents work in both indoor and outdoor environments with moderate to loud noise levels. May work in controlled temperature conditions, cold and hot temperatures, or inclement weather conditions. Incumbents will interact with individuals in the community.

Work hours can vary week to week depending on programming. However, will generally be 4-5 hours shifts on between Monday and Friday.

Education & Experience:

The following would be considered an asset but is not required:

A degree or diploma in one or more of the following fields:

- Recreation and Leisure Studies
- Child, Youth, Family Care
- Sports Management
- Marketing and Administration
- Community Development
- Business Administration

Experience in:

- Recreational program development, administration, and delivery
- Customer service
- Public speaking
- Utilization of various types of media and computer software

Application Deadline:

The Municipality of South Dundas is an equal opportunity employer and encourages applications from all qualified individuals. During the recruiting process, accommodation for applicants with disabilities is available upon request.

Applications will be accepted until May 18, 2022, at 12:00 pm (Noon). Please send resume to hr@southdundas.com. We thank all candidates for their interest, however, only those selected for an interview will be contacted. No telephone calls please.

Personal information submitted will be used for the sole purpose of this competition. It is collected under the authority of The Municipal Act, RSO 2001, and will be used in accordance with The Municipal Freedom of Information and Protection of Privacy Act for employment purposes.

Must have proof of double vaccination against the COVID-19 virus as per the Municipality's Vaccination Policy 3-29.

Note: This job description is meant to describe the general nature and level of the work being performed; it is not intended to be construed as an exhaustive list of the responsibilities, duties and skills required for the position.