



Job Description

Job Title: Recreation Coordinator	Last Revision Date: July 2025
Reports to: Director of Parks, Recreation & Facilities	Approved by: Council
Wage Level: Grid F – \$64,798.92 - \$78,546.49 (2025 Rates)	Effective Date: Immediate – Full-time

Job Summary:

This position of Recreation Coordinator provides support and oversight to recreational programming and recreation operations of the department under the direction of the Director of Parks, Recreation, and Facilities. The Recreation Coordinator will be the 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.

Duties & Responsibilities:

- Coordinate and supervise contracted program instructors and leaders for a variety of different programs (Fitness, Cooking, Arts, and STEM) in conjunction with the Director of Parks, Recreation, and Facilities.
- Oversee municipal programs and seasonal staffing such as but not limited too PA Day Camps, Swimming lessons, Carman House Museum, and Summer Camps.
- Assist and Coordinate with the preparation of marketing and promotion within the department.
- Ability to deal with participant, staff, and general public in a professional and courteous manner, and to develop and leverage professional working relationships.
- Support Parks & Facilities Staff when required with administration of recreational facility bookings, including the arena and Sports Lending Library.
- Liaison with various user groups and stakeholders in the community to aide in the organization of recreation and various events in the parks and facilities within the Municipality.
- Responsible for coordination of facility booking and rentals with the Municipality with the support of the Parks, Recreation, and Facilities Department.
- General office duties including but exclusive to; handle filing, archiving, correspondence, faxing, scanning, preparing, and distributing documents, and photocopying.
- Tracking and following up on complaints received from the General Public in a timely and courteous manner.
- Liaison and support the other Coordinators within the Municipality as required.



- Excellent time management, organizational ability, and strong agility skills
- Execute assigned tasks efficiently with strong attention to detail while delivering high-quality service.
- Ability to work in a fast-paced environment including the ability to prioritize tasks based on schedules and demand.
- Other duties as assigned.

This job description is intended to summarize the responsibilities of the job and is not a comprehensive list of all duties to be performed.

Education, Skills & Knowledge:

- 0-5 Years experience in Recreation and/or an office environment, preferably in a Municipal setting.
- A diploma in any of the following would be considered an asset but is not required; Office Administration, Recreation and Leisure Studies, Child and Youth Care, and/or Sports Management.
- Designation & Training with PROs, High-Five, OFRA or OPA would be consider an asset.
- Experience utilizing and managing online registration software. (Booking, Xplor, Perfectmind. Universe, etc.)
- Thorough knowledge of Microsoft Office applications
- Strong communication skills (written, oral and interpersonal), research, organizational, customer service and time management.
- Valid Ontario Class G Driver's license

Work Environment:

Full Time (35-hour work week), typically standard office environment. Various point of supporting events and work located within the Parks, Recreation, and Facilities Department within South Dundas

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 **July 18th, 2025, at 10:00 am**. 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.