



Township of Champlain

Parks and Recreation Department Job Description

JOB TITLE: Recreation Coordinator

REPORTS TO: Director of Parks and Recreation

SUBORDINATE POSITIONS: Students
Bartenders

POSITION SUMMARY:

Reporting to the Director of Parks and Recreation, this position is located at the Vankleek Hill Community Centre. The Recreation Coordinator is responsible for supporting the management of all recreation facilities in order to provide clean and safe opportunities for sport and recreation and promote a healthy lifestyle for all community residents. This will include various administrative duties which involve moderately complex clerical work in which multi-tasking is required. As a first point of contact with the public, this person must exercise good personal judgment and apply ingenuity to challenges which are encountered. Must be able to work alone.

RESPONSIBILITIES:

1. Performs clerical and administrative duties for the parks and recreation department. Duties include composing and typing of correspondence, coding and tracking of all incoming bills, answering phones, preparing invoices, collecting payments, making bank deposits, preparing contracts and reports, and meeting with clients.
2. Prepares and maintains all confidential department personnel files and records including, but not limited to - time sheets, absence reports, vacation schedules, and general personnel files.
3. Acts as a facilitator for events and coordinates the provision of resources as needed with assistance of parks and recreation staff.

4. Ensures recreation facilities (Arena, Reception Halls, Marina, Campground, Baseball Diamonds etc...) are maintained in order to ensure a safe, clean and appropriate environment for recreation activities. Main activities include:
 - Ensuring that recreation facilities are operated and maintained effectively and safely;
 - Preparing facility schedules;
 - Developing preventative maintenance programs;
 - Ensuring facility policy and regulations are adhered to;
 - Booking all sport rental, and community events;
 - Managing contracts associated with recreation facilities and programs and;
 - Monitoring the use of recreation equipment and facilities.

5. Assists with planning and developing recreation programs in order to ensure that activities and events are made available for all community members. Main activities include:
 - Ensuring a variety of sport, recreation and cultural programs are planned and implemented;
 - Ensuring recreation information is available and;
 - Evaluating the effectiveness of programs and identify areas where new programs are needed.

6. Organizes work schedules for employees with the help of the Lead Hand and coordinates work as required.

REQUIRED SKILLS:

- Proficiency in written and oral English and French at the advanced level.
- Post-secondary education in Recreation or equivalent combination of education, training and/or experience.
- Two (2) or more years experience in an office and/or recreation environment.
- Proficiency in report writing, budget management, time management, defining goals and objectives and priority setting.
- Strong communication skills and ability to appropriately deal with a number of different target populations.
- Advanced knowledge in word processing to prepare presentations, spreadsheet, correspondence tracking and electronic scheduling software.
- Ability to work alone or as part of a team.
- Experience with and understanding of effective advertising and promotional techniques.
- Valid driver's license & access to personal vehicle.

ASSET QUALIFICATIONS:

- Experience in municipal government.
- Social media skills.

WORKING CONDITIONS:

- Mostly works alone.
- Meets with clients/parents, sometimes in adverse conditions to rectify concerns.
- Sitting for periods in excess of two (2) hours.

- Must meet some deadlines with constant interruptions which cause some stressful situations.
- Occasionally must work weekends.
- Position is based on a 37.5 hour week but may at times increase due to special events.