



Position Description PARKS AND RECREATION COORDINATOR

Position Information

Position Title:	Parks and Recreation Coordinator
Department:	Parks and Recreation
Reports To:	Director, Parks and Recreation
Hours of Work:	Monday to Friday office hours with occasional weekends and evenings
Date Completed:	January 23, 2020
Date Revised:	

Reason for Submission

New Position:	
Change in Responsibilities:	
Other (specify):	Update all job descriptions

Position Summary

The Parks and Recreation Coordinator is responsible for the development and coordination of programs and special events offered by the Recreation Department. The position ensures a variety of programs and events are available to the public on a year-round basis.

Key Accountabilities

Identify the key areas of responsibility then for each area describe the accountabilities. For each area of responsibility provide the Key Performance Indicators (KPIs).

Accountability Description	Key Performance Indicators
<p>Program Development:</p> <ul style="list-style-type: none">Coordinate effective and efficient recreational programs and leisure activities for the Parks and Recreation Department, e.g. daily scheduling of recreational activities, handling and processing of fees for all department related functions.Develop and execute recreation programs and leisure activities, including newly approved initiatives.Liaise with various community organizations and agencies to ensure the provision of meaningful recreation programs and active living experiences for residents.	<ul style="list-style-type: none">New recreational programs and leisure activities.Tracking of program evaluation results.

<ul style="list-style-type: none"> ▪ Develop and implement an evaluation program to monitor the content, effectiveness and delivery of programs. ▪ Utilize customer surveys and demographics in the forecasting and development of programs and revised activities. ▪ Monitor the trends of parks and recreation programs and provide analysis and updates on a monthly basis to the Director. ▪ 	
<p>Administration:</p> <ul style="list-style-type: none"> ▪ Provide support to local associations, committees of Council and volunteers, including recreational programs in South Stormont. ▪ Provide office support/assistance in the handling of confidential information and files pertinent to the Department. ▪ Provide support to the Director in the scheduling and rental services offered to the public. ▪ Respond to community events by providing value added services to promote the township; respond to incoming public correspondence within the established timelines. ▪ Participate with the Director for the promotion of Parks and Recreation services through marketing strategies, e.g. development of printed materials and regular maintenance of municipal social media content. ▪ Compile comprehensive program statistical reports as required. 	<ul style="list-style-type: none"> ▪ Liaison with external network and associations/community groups. ▪ Recreation service delivery satisfaction
<p>Operations:</p> <ul style="list-style-type: none"> ▪ Assist the Director with establishment of procedures, work methods and standards for all recreation programs and leisure activities. ▪ Organize and track day-to-day activities of full-time and part-time Parks and Recreation employees. ▪ Monitor adherence to health and safety regulations ▪ Conduct research such as grants and subsidies available for capital projects and 	<ul style="list-style-type: none"> ▪ Research conducted for grants and subsidies. ▪ On time submission of report.

<p>facilities maintenance as requested by the Director.</p> <ul style="list-style-type: none"> ▪ Collaborate with the Director and assist with the preparation of the annual operating and capital budget(s). ▪ Report budget variances with recommendations for any improvements, e.g. scheduling and cost recovery. ▪ Develop policies and procedures for the Parks and Recreation department. 	
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Knowledge, Skills & Experience

Identify the minimum education and experience required along with required and preferable skills.

Education	<ul style="list-style-type: none"> ▪ Post-Secondary Degree/Diploma in Recreation and/or Business Administration or a related field of studies. ▪ Lifeguarding qualifications through the Lifesaving Society may be considered an asset. ▪ Completion of training courses through the Ontario Recreation Facilities Association (ORFA) is an asset.
Experience	<ul style="list-style-type: none"> ▪ Minimum of three years related work experience in Recreation Programming, including experience coordinating multiple part-time staff, preferably in a municipal recreation environment. ▪ Experience/familiarity with various community volunteers is an asset. ▪ Experience with program planning including budget, research and analysis is an asset.
Skills	<ul style="list-style-type: none"> ▪ Excellent leadership, public relations, communication and organizational skills. ▪ Strong analytical and problem-solving skills. ▪ Strong computer skills including MS Office, Outlook, etc.

Approvals:

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the position.

Approved By: _____
Manager

Approved By: _____
Chief Administrative Officer

Date: _____