



## **Parks and Recreation Coordinator**

The Township of South Stormont seeks a Parks and Recreation Coordinator to work in the Parks and Recreation Department with a service-oriented team. The position is responsible for the development and coordination of programs and facility scheduling offered by the Parks and Recreation Department. The position ensures that proper resources are available to offer successful programs and events to the public on a year-round basis.

The Parks and Recreation Coordinator develops and executes recreation programs and leisure activities, including newly approved initiatives and liaise with various community organizations to provide support and ensure the provision of meaningful recreation programs and active living experiences for residents. In addition, this position provides office support/assistance in the handling of capital and program grant applications, assists with the preparation of the annual operating and capital budget(s) and develops policies and procedures for the Department. They also oversee summer program employees as assigned and organize and track day-to-day activities of Parks and Recreation employees.

### Education and Experience Requirements:

- Post Secondary Degree/Diploma in Recreation and/or Business Administration or a related field of studies.
- Completion of training courses through the Ontario Recreation Facilities Association (ORFA) is an asset.
- First Aid Certification.
- Minimum of three (3) years related work experience in Recreation Programming, including experience coordinating multiple employees, preferably in a municipal recreation environment.
- Experience/familiarity with various community volunteer organizations is an asset.
- Experience with program planning including budget, research and analysis is an asset.

### Skills & Attributes Sought:

- Excellent leadership, public relations, communication, and organizational skills.
- Excellent customer service skills.
- Flexibility and problem-solving skills.

The successful applicant must be available to attend occasional evening/weekend meetings or to work outside of designated normal hours per week. Standard work week is 35 hours.

The 2021 salary range for this position is Pay Band 5, \$58,717 - \$71,462, applicants without the minimum qualifications will be considered at a lesser rate.

Resumes and cover letters should be addressed to Shelby Martel, Human Resources Coordinator at [jobs@southstormont.ca](mailto:jobs@southstormont.ca). Please outline education, experience, and ability to meet the needs identified for the position, **deadline for submission is Thursday, July 29, 2021 at 12:00 p.m. (noon)**. The complete position description is available on the Township website [www.southstormont.ca/careers](http://www.southstormont.ca/careers)

The Township of South Stormont is committed to accommodate all applicants in accordance with the Ontario Human Rights Code for all employment activities including the recruitment process.

We thank all applicants; however, only those selected for an interview will be contacted. This personal information is collected under the authority of the Municipal Act and will be used to assess eligibility for potential employment. Questions about this collection of personal information should be directed to Human Resources.