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| Position title: | Coordinator – Parks and Recreation | Pos. No: | 816 |
| Department & Division: | Parks and Recreation - Recreation | Effective date: | February 2007 |
| Reviewed OR Amended date: | Amended September 2020 | Approved by: | Manager of Recreation Services |

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| POSITION FUNCTION |
| Plans and coordinates the provision of facility and community-based parks and recreation programs, events, and services. |
| **KEY DUTIES** |
| Plans, develops, evaluates, and co-ordinates a wide range of parks and recreation program initiatives to include development of new and existing facility-based and program opportunities, events, and partnerships.  Work includes liaising with facility and program users, members of the public, community groups, and staff from other departments and regulatory agencies.  Key tasks will include program-specific planning, working with staff and contractors, and developing funding and sponsorship applications.  Key service areas include facility and park-based programs and developing programs within the preschool, children, youth, adult, and senior’s sectors, including the operation of a youth centre and summer camp programs and events.  Provides overall supervision to the Recreation Program work team; works with the Recreation Manager in the recruitment, evaluation, and development of program leadership staff; and oversees the work of the Recreation Program team.  Establishes safe and efficient work procedures that adhere to corporate safety policy and WSBC Health and Safety requirements and related legislation.  Performs a variety of administrative tasks including: overseeing the Recreation operational and capital budgets; community services and recreation program work and business plans; program development; instructor and partnership contract development and management; related marketing and promotions; and program-related policy development and record keeping.  Communicates and consults with Parks and Recreation staff, other Municipal Departments, and outside agencies regarding Parks and Recreation Department programs, initiatives, projects, and strategies. This includes funding and sponsorship applications, service-area needs assessments, and community-based volunteer projects and initiatives.  Provides oral and written reports to community groups; organizes and delivers training programs and promotes community service and departmental programs.  Liaises, supports, develops partnerships, and consults with community groups and agencies on a variety of parks, recreation, and community projects, events and programs; attends community and facility user meetings as required.  Provides excellent customer service.  Performs related duties as appropriate and where qualified. |
| **INDEPENDENCE** |
| This position reports directly to the Manager of Recreation who assigns work through annual objectives, work plans, the Parks and Recreation Strategic Plan, and in response to the needs of various committees, community groups, and community members.  Work is reviewed through reports and discussion with supervisor.  Issues such as: annual goals; work plans; significant budget items and employee discipline or performance issues; serious risk management; liability and safety concerns; and policy development are discussed with Supervisor with recommendations.  Independent judgment is exercised by incumbent on a daily basis concerning supervision of the Recreation Program team.  Liaises with other Departments and outside regulatory agencies regarding program and management issues as required. |
| WORKING CONDITIONS |
| **Physical effort:**  Lift and move lightweight equipment and supplies. (occasional)  **Mental effort:**  Deal with complaints and negative comments; meet multiple deadlines. (frequent)  **Visual/auditory effort:**  Normal.  **Work environment:**  Office and program sites. |
| KNOWLEDGE, KEY SKILLS, AND ABILITIES |
| Model the Township’s core values in all program activities.  Accountability – we are transparent and take responsibility for our policies, our decisions and our actions.  Integrity – we practice high standards of ethical behaviour and open communication that inspires trust.  Respect – we value people and treat everyone with dignity and fairness.  Service Excellence – we strive to meet community needs and achieve high-quality results through teamwork, partnerships, innovation and creativity.  Passion – we approach our work with conviction and enthusiasm.  Knowledge and ability to apply the principles of parks and recreation service delivery and program development.  Ability to analyze recreation program needs and develop appropriate solutions.  Ability to develop operating and capital budgets based upon work plans.  Excellent verbal and written communication skills.  Ability to develop marketing materials.  Excellent customer service skills and ability to deal with public in a courteous and tactful manner.  Ability to operate standard office equipment, computers, and software.  Knowledge of and program development experience with the PerfectMind software system, including the ability to troubleshoot issues and provide software support to employees.  Strong leadership and interpersonal skills and proven ability to establish partnerships and maintain effective working relationships with community members, clients, agencies, and staff.  Demonstrated facilitation skills to conduct public information and staff training sessions and workshops.  Ability to organize and prioritize the work of the section. |
| QUALIFICATIONS |
| **Formal education, training, and occupational/professional certification:**  University undergraduate degree or equivalent in a discipline related to recreation administration, leisure studies, or community development; or equivalent combination of education and experience. (4 years)  Supervisory/leadership training.  Current and valid class 5 BC driver’s license.  Maintain positive Criminal Record Check - vulnerable sector.  Basic First Aid Certificate and CPR “C”.  **Experience**:  3 years of progressive experience in a municipal parks and recreation setting. |
| OTHER |
| Required to work irregular hours, including evenings and weekends.  Length of time to become familiar with job duties and responsibilities: up to 1 year.  May be requested to substitute in a more senior position. |