



JOB DESCRIPTION

Title:	Recreation Coordinator	Pay Grade:	09 – Inside
Department:	Community Services	Location:	Aquatic & Fitness Centre
Supervisor:	Director of Community Services	Reviewed:	March 2023

Nature and Scope of Work

Reporting to the Director of Community Services, the Recreation Coordinator is responsible for the ongoing development, delivery, and evaluation of a wide variety of recreational, aquatic and sport programming and events to promote healthy lifestyle of all sectors of the community. This position will work cooperatively with numerous community groups providing support for community events and is an integral member of the Community Services team. This position will supervise recreation instructors, program contractors, and volunteers.

Duties

1. Coordinate community recreation and aquatic programs, activities and special events and develop, promote, implement, and evaluate departmental programs.
2. Liaise with community groups, sport groups and government agencies including the School District and participate in various community group committees as required.
3. Create, edit and produce Recreation brochures for the community.
4. Coordinate and implement pool bookings (private lessons, schools, user groups, etc.).
5. Direct, coordinate, supervise and assist all recreation instructors, program contractors and volunteers.
6. Responsible for the day-to-day operations, maintenance, and equipment replacement of the Fitness Centre.
7. Accountable for all forms of communication and advertising of recreation programs and events to the community through brochures, website, media, social media, radio, etc.
8. Develop and implement a Volunteer Program for the Recreation Department.
9. Under the direction of the Director of Community Services, develop program related policies and procedures and conduct industry research.
10. Seek additional funding support and partnerships to further develop recreation programming and events.
11. Provide support to the Director of Community Services with the implementation of the Parks & Recreation Master Plan.
12. Work collaboratively with the entire Community Services team including aquatic, arena and parks staff, cashiers, administrative staff, and Recreation Supervisor.
13. Provide customer service support and administration coverage for the Aquatic & Fitness Centre as required.
14. Perform related work as required.

Required Skills and Knowledge

1. Successful experience recruiting and supervising staff, contractors and volunteers.
2. Recent industry experience in fitness and recreation programming.
3. Demonstrated proficiency in programming with recreation software (Perfect Mind would be an asset).
4. Skillful and efficient writing and editing skills including marketing experience.
5. Proven ability at successful grant proposal writing.
6. Effective communicator.
7. Proven experience working with recreation staff, contractors, advertisers, and community partners to create the community's recreation scene as well as resolve any conflicts that arise.
8. Experience planning, promoting and executing special events.
9. Knowledge, understanding and experience of fitness equipment and programs.
10. Experience developing recreation programming policies and procedures.
11. Demonstrated understanding and experience with risk management best practices for recreation programs.

Required Qualifications

1. Degree or diploma in Recreation or related field.
2. A minimum 4 years of direct experience in a Recreation Program Coordinator role (coordinating, supervising, and marketing recreation and fitness programs). Experience in a municipal setting is desired.
3. Demonstrated computer skills and knowledge using Microsoft Word, Excel, PowerPoint, and recreation software. Experience with desk top publishing would be an asset.
4. First Aid Level 1 and CPR.
5. Ability to pass and maintain a Police Information Check including the vulnerable sector section.
6. Valid Class 5 BC Driver's License.

Remuneration and Hours of Work

1. Remuneration in accordance with Schedule "A" of the CUPE, Local 1136, Collective Agreement.
2. Hours of work for the position are 35 hours/week in accordance with Schedule "B" of the CUPE, Local 1136, Collective Agreement which includes the flexibility to work varying shifts, early mornings, evenings and weekends as required.