



Portugal Cove St. Philip's

Town of
Portugal Cove-St. Philip's

Position Description

Recreation Coordinator

January 2021

<u>Position Title:</u>	Recreation Coordinator
<u>Salary Classification:</u>	Recreation Coordinator
<u>Departments:</u>	Recreation and Community Services
<u>Status:</u>	Unionized Permanent

Position Function:

(The main reason for the position, in what context and what is the overall end result)

The primary function of this classification is to coordinate the tasks and activities necessary to plan, organize, implementing, and evaluate the Recreation Programs and Special Events of the Recreation and Community Services Department.

Responsibilities:

(Major responsibilities expected of the position for which all tasks and duties are performed to support)

The Recreation Coordinator is responsible for ensuring that the Department of Recreation and Community Services provide quality programming for children, youth, adults and older adults. To ensure that the Town meets the needs of the residents, the Coordinator will communicate with the residents to evaluate the programs that are offered as well as find out what new programs they would avail of. The Coordinator will utilize the Town owned and operated facilities to the best of his/her abilities, as well as utilizing other facilities within the community. This will help to build on the capacity with the partnering groups and organizations. The Coordinator will be sure to have a budget for each of the programs and stay within those parameters. In conjunction with this he/she will explore grants and funding that is program specific. This will allow the Town to build on its program level and attract new participants; increase the Town's activity levels. The Coordinator will be responsible for all the community special events. He/she will be guided by the Recreation Director to ensure that these events are building on community spirit and growth. Staff will evaluate these events and make recommendations to better them in the future.

Qualifications:

(Minimum requirements for a candidate to qualify for employment in this position)

Completion of a degree or college diploma in the area of recreation, physical education, or an equivalent community-based recreation program of study. Complemented by work experience in the field or an equivalent combination of education, work and volunteer experience would be an asset. A valid Class 5 driver's license for the Province of Newfoundland and Labrador is required. Person must be capable of being insured (and maintain continuity) under the town's normal driver insurance policy. A valid Royal Newfoundland and Labrador Code of Conduct and Vulnerable Sector Check is required.

Knowledge, Skills, & Abilities:

(Desired personal and learned traits for employees in this position)

- Extensive knowledge of recreation programs and their management;
- Skilled in report writing, proposal preparation and funding applications.
- Ability to clearly communicate information, including verbally, orally and visually.

- Ability to establish and maintain a professional effective working relationship with other departments and to interact with all levels of employees, Town officials and the public.
- Skills and expertise needed to supervise temporary/contractual staff with varied background and responsibilities (if necessary).
- Ability to exercise sound judgment and discretion in decision making.
- Ability to operate office equipment.
- Proficient in the use of office computer software including, word processing, spreadsheet, graphics and presentation packages and social media platforms.
- Ability to chair meetings, facilitate roundtable discussions and motivate volunteers;
- Ability to develop partnerships, work with diverse groups and develop consensus decisions;
- Ability to access funding programs;
- Well-developed interpersonal and organizational skills;
- Ability to work independently and as part of a team;
- Time management skills and ability to set priorities

Physical Requirements:

While performing the essential functions of this position, there is frequent need to sit, stand, walk, talk and hear. Exposure to weather during outdoor events.

Key Contacts/Relationships:

External:

- Residents and Community Based Organizations
- Municipal counterparts
- Provincial department/agency contacts
- Federal government/agency contacts
- Non-profit and Volunteer Organizations

Internal:

- All departments and staff including Town Manager.
- Committees of council
- Members of council

Reporting Structure:

The Recreation Coordinator will report to the Director of Recreation and Community Services. All Recreation Programming and Special Events staff, students, part-time, and seasonal programming employees shall report to the Recreation Coordinator. All other Recreation staff will report to the Director of Recreation and Community Services.

Salary and Benefits:

The rate of pay is defined in the employment offer. Due to the position's roles and responsibilities the Recreation Coordinator may be required to work hours outside of the regular business time, as classified in the current Collective Agreement. Salary and benefits are detailed in an employment offer and in line with the Town's Collective Agreement.

Duties:

The list of specific duties, as outlined herein, is intended to be representative of the tasks performed within this position. The omission of a duty does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Plan, organize, implement and review the recreational programs in the Town including but not limited to the summer programs, fitness programs, community healthy living programs, and all new programs developed by this position or assigned by the Recreation Director.
- Assist the Recreation Director with all special events for the community including but not limited to; Winter Carnival, Easter Party, Regatta Festival, Canada Day Celebrations, Fall Festival, Halloween Party, Volunteer Appreciation Week, Christmas Festivities, Killick Coast Games.
- Coordinate with the Director of EDMC for securing donations and cooperate sponsorship for programs and special events.
- Oversee the development of brochures, advertising and other communications materials for Town programs and events following the policies and/or direction from the director of Economic Development, Marketing, and Communications.
- Coordinate any facility bookings or rentals for programs and special events.
- Prepare event and program reports upon completion of the recreation activity. This will give feedback on the continuing of specific program and making recommendations to better them.
- Assist the Director of Recreation to engage more seniors and youth in our programs and special events.
- Report problems or unexpected concerns related to completion of work directly to the Director of Recreation and Community Services.
- To communicate and cooperate with Community Groups and Organizations by providing information and program support.
- To prepare and promote material about the programs and services of the Town.
- Comply with all guidelines and expectations relating to a safe work environment, and ensure that the appropriate health and safety standards are followed and that all safety equipment is used in carrying out responsibilities as a Town employee.
- Assist with the training or mentoring of new employees and volunteers.
- Carry out other reasonable duties and responsibilities relating to Programming and Special Events and to generally provide assistance and support to the Director of Recreation and Community services.
- In the absence of the Director of Recreation and Community Services, required to perform the duties of such position to the capacity that this position allows.

Accepted by:

Behalf of Management: _____ Date: _____

Employee: _____ Date: _____