



## **JOB DESCRIPTION**

### **Community Programs Coordinator**

#### **JOB SUMMARY:**

The Community Programs Coordinator is responsible for effectively developing and delivering recreational programs to the residents of the Township of Guelph/Eramosa.

#### **IMMEDIATE SUPERVISOR:**

Director of Parks and Recreation

#### **KEY DUTIES & RESPONSIBILITIES:**

- Responsible for the planning, development and execution of a variety of recreation programs.
- Maximize public understanding and increase awareness of the benefits of recreation in the community.
- Identify trends and evaluate current programs to ensure a high degree of innovation and quality in services.
- Execute outreach, marketing and sales plans to maximize revenue and optimize customer satisfaction.
- Solicit sponsorship, advertising and donations for programs and events as required.
- Responsible for the development and implementation of policies and procedures that support the delivery of recreational programs.
- Assist in the projection, recommendation and control of budget items related to recreation programs.
- Design, develop and deliver promotional materials and organize special events.
- Recruit, train and coach volunteers, providing ongoing support to ensure retention.

#### **ADDITIONAL RESPONSIBILITIES**

- Ensure an environment that provides excellent customer service in the community
- Assist with composing content for seasonal community guide
- Provide support to facility booking and other aspects of the Parks & Recreation Department as needed

**QUALIFICATIONS:**

- Post-Secondary education in Recreation Studies or a related discipline.
- 2 – 3 years progressive experience in a relevant setting.
- Experience with program development, making presentations, grant writing, working with diverse community groups including seniors, youth and special needs individuals.
- High Five Certification would be considered an asset.
- Superior customer service and dynamic facilitation skills. Ability to work collaboratively with volunteers and internal and external contacts.
- Computer proficiency in MS Office (Word, Excel, Outlook)
- Thorough knowledge of applicable provincial/federal legislation
- Demonstrated supervisory, performance management, leadership and team building skills
- Current standard level First Aid, CPR
- Class “G” driver’s license in good standing with access to a reliable vehicle.
- Current vulnerable person’s police reference check will be required upon hire.

**EFFORT AND WORKING CONDITIONS:**

- Part-time 1 year contract – 20 hours per week
- Flexible working hours – may require occasional evenings and weekends
- Will involve local travel
- Involves mental and visual concentration
- Job requires light physical exertion
- Working environment contains the usual risks or discomforts; no special safety precautions are required

**COMPENSATION**

The salary range for this position is \$23.66 - \$27.51 per hour – Pay Band 4 of the Township of Guelph/Eramosa 2014 Salary Grid.

**Approved by:**

**By:** \_\_\_\_\_  
CAO

**On:** \_\_\_\_\_

*Created: August 2014*