

Job Description

Recreation Coordinator

PURPOSE OF THE POSITION

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

The Recreation Coordinator is responsible for management of all recreation facilities in order to provide clean and safe opportunities for sport and recreation and promote a healthy lifestyle for all community residents.

SCOPE

(The way that the position contributes to and impacts on the organization)

The Recreation Coordinator reports to the Senior Administrative Officer. He/she will manage all recreation facilities and assist with sport, recreation and leisure programs in the community. The Recreation Coordinator will monitor the care and maintenance of any equipment and facilities in the community.

Failure to provide adequate services will result in unsafe recreation facilities or a lack of sport and recreation programs in the community. This will have an impact on the quality of life for all residents and will affect the health and wellness of community members, and youth and elders in particular.

RESPONSIBILITIES

(Major responsibilities and target accomplishments expected of the position including the typical problems encountered in carrying out the responsibilities.)

1. Ensure recreation facilities are maintained in order to ensure a safe, clean and appropriate environment for recreation activities

Main Activities

- Ensure that recreation facilities are operated and maintained effectively and safely
- Prepare facility schedules
- Develop preventative maintenance programs
- Supervise janitorial services
- Ensure facility policy and regulations are adhered to
- Supervise the Recreation Facility Maintainer
- Book all sport rental and community events
- Manage contracts associated with the recreation program
- Monitor the use of recreation equipment and facilities

2. Assist with planning and developing sport and recreation programs in order to ensure that activities and events are made available for all community members

Main Activities

- Assess the recreation requirements of the community
- Communicate with community members to determine their needs and interests
- Research sport and recreation programs, funding sources and project requirements
- Access funding and prepare funding proposals
- Ensure a variety of sport, recreation and cultural programs are planned and implemented
- Ensure recreation information is available
- Develop recreation and sports organizations
- Evaluate the effectiveness of programs and identify areas where new programs are needed

3. Implement recreation programs to ensure that residents have access to sport, recreation and leisure activities

Main Activities

- Schedule activities, facilities and volunteers as required
- Supervise and lead activities, particularly for youth and elders
- Recruit, train and oversee volunteers
- Assist with and facilitate local involvement in regional and territorial programs and competitions

4. Administer recreation programs to ensure that programs are delivered within guidelines and budgets

Main Activities

- Prepare a recreation plan
- Prepare the recreation program budget
- Prepare financial and program reports
- Be familiar with legislation, policies, procedures and rules about sport, recreation and cultural activities, events and competitions
- Distribute information about regional and territorial participation and competitions
- Record information on and prepare reports concerning community programs, costs, numbers of participants and equipment and facility use
- Provide monthly and yearly reports about recreation programs and opportunities
- Ensure that all programs and activities are implemented according to relevant legislation, policies and procedures

5. Promote recreation and sport programs in order to ensure that residents are aware of available opportunities and activities

Main Activities

- Coordinate an active community relations campaign to promote recreational and cultural programs
 - Arrange for advertising of programs
 - Maintain constant community liaison including contacts with local, regional and territorial sport and recreation organizations
6. Perform other related duties as required

KNOWLEDGE, SKILLS AND ABILITIES

(The knowledge, skills and attitudes required for satisfactory job performance)

Knowledge

The incumbent must have proficient knowledge in the following areas:

- ✓ management and operation of recreation facilities and equipment
- ✓ recreation, sport and leisure program administration, management and delivery
- ✓ recreation, sport and leisure program evaluation
- ✓ coaching theory and practice
- ✓ volunteer training, development and recognition
- ✓ events coordination and planning
- ✓ northern cultural activities and traditional sports and games
- ✓ an understanding of relevant legislation, policies, procedures and rules
- ✓ an understanding of the northern cultural and political environment
- ✓ knowledge of emergency procedures, First Aid and CPR

Skills

The incumbent must demonstrate the following skills:

- ✓ team and management skills
- ✓ financial management skills
- ✓ supervisory skills
- ✓ contract management skills
- ✓ strategic planning skills
- ✓ analytical and problem solving skills
- ✓ decision making skills
- ✓ negotiations skills
- ✓ effective verbal and listening communications skills
- ✓ computer skills including the ability to operate spreadsheets and wordprocessing programs at a highly proficient level
- ✓ effective written communications skills including the ability to prepare reports
- ✓ effective public relations and public speaking skills
- ✓ research and program development skills
- ✓ stress management skills
- ✓ time management skills

Personal Attributes

The incumbent must also demonstrate the following personal attributes:

- ✓ maintain standards of conduct
- ✓ be respectful
- ✓ possess cultural awareness and sensitivity
- ✓ be flexible
- ✓ demonstrate a dedication to the position and the community
- ✓ demonstrate sound work ethics
- ✓ be consistent and fair

The Recreation Coordinator would normally attain the required knowledge, skills and attitudes through completion of a Degree or Diploma in Recreation Management and/or completion of the Recreation Facility Operators Program with related recreation programming experience. Equivalencies will be considered.

WORKING CONDITIONS

(The unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent including the frequency and duration of occurrence of physical demands, environmental conditions, demands on one's senses and mental demands.)

Physical Demands

(The nature of physical effort leading to physical fatigue)

The Recreation Coordinator is expected to supervise, oversee and monitor recreational, leisure and sporting events in all weather conditions. He/she will be expected to lift, carry and manage equipment and supplies and participate in and train others in the rules of sport. He/she may have to work odd or long hours at a time to complete special requests or projects or to participate in or coordinate evening and off-hour activities. The Recreation Coordinator may be participating in and leading strenuous physical activities, both indoors and out.

Environmental Conditions

(The nature of adverse environmental conditions affecting the incumbent)

The Recreation Coordinator may work in a number of facilities and outdoor locations and may have to manage a number of people and projects at one time. They may be interrupted frequently to meet the needs and requests of residents. The Recreation Coordinator may find the environments to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks. The Recreation Coordinator must be prepared to deal with injuries and accidents as a result of recreational and sport events.

Sensory Demands

(The nature of demands on the incumbent's senses)

Sensory demands can include reading and use of the computer, which may cause eye strain and occasional headaches. The situations and programs may be noisy and busy making it difficult for the Coordinator to concentrate.

Mental Demands

(Conditions that may lead to mental or emotional fatigue)

Sport and recreation are very important to the residents. The Recreation Coordinator will have to manage a number of requests and projects at one time. He/she must be aware of all recreation programs in the community and any and all relevant legislation, policies and procedures. He/she may have to complete a number of tasks and responsibilities at one time, and must be prepared to deal with emergencies and stressful situations at any time.

CERTIFICATION

<hr/> Employee Signature	<hr/> Supervisor's Title
<hr/> Printed Name Date	<hr/> Supervisor's Signature Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
<hr/> Senior Administrative Officer's Signature Date	
I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.