

# ***CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS***

## **POSITION DESCRIPTION**

**1. POSITION TITLE:** Parks & Recreation Coordinator

**2. REPORTING RELATIONSHIP:**

Reports to the Clerk-Administrator or designate

**3. SCOPE OF POSITION:**

To provide sound management and maintenance of the Township's Parks & Recreation Department operations in accordance with applicable legislation, Council direction and within approved budgets.

To develop and execute recreation programs and leisure activities, including newly approved initiatives and liaise with various community organizations to provide support and ensure the provision of meaningful recreation programs and active living experiences for residents of the Township of Sables-Spanish Rivers.

**4. DUTIES / RESPONSIBILITIES:**

- Work in strict accordance with Township policies and the Occupational Health and Safety Act and Federal and Provincial legislation, to plan and organize work and programming, and provide direction and supervision to all Parks & Recreation's employees necessary to operate the facility in the most efficient manner;
- Plan and implement staff training needs, including regular safety meetings for workers to ensure that Occupational Health and Safety practices are strictly observed;
- 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
- Working knowledge of Municipal policies and bylaws; recommend new or revised policies regarding the Parks & Recreation Department taking into consideration current trends and shifts in public demand for recreation services and programs;
- Recruit, train and coach volunteers, providing ongoing support to ensure retention

- Evaluate Parks & Recreation needs and priorities and formulate short and long-range plans to meet objectives and improve efficiency and effectiveness in all areas of responsibility of the Department;
- Draft annual Operating and Capital Budgets, provide cost estimates, analyze plans and priorities with Treasurer, Coordinator of Infrastructure and Clerk-Administrator;
- In cooperation with the Treasurer, shall manage and operate revenue including the collection of rental and user fees; manage accounts receivable functions to maintain an adequate cash flow; follow up on delinquent accounts receivable;
- Research grant opportunities available for funding assistance;
- Provide recommendations for the purchase of equipment and material; ensure compliance with the Township's purchasing policies and tendering procedures;
- Attend Parks & Recreation Committee meetings, prepare the Committee agenda in consultation with the Committee Chair; provide meeting reports and follow up correspondence, including policy, technical and operational advice and information, recreational services activity; attend Council meetings as required;
- Operate and maintain the Massey and District Community Centre and Arena facilities, the Webbwood outdoor rink, the Mouth Park, municipal playgrounds, other Township parks including Heritage Park, Hope Jackson Park, Teasdale Park, Walford rink grounds and as designated by Council;
- Work collaboratively with the Coordinator of Infrastructure to ensure ongoing maintenance of Township infrastructure and equipment to eliminate breakdowns and safety hazards, complying with operation manuals and practical maintenance standards; engage qualified trades people when necessary;
- Ensure that a high standard of safety and technical operation is maintained in the Arena facility, in accordance with industry standards, and that refrigeration plant and other equipment are maintained; engage qualified trades people when necessary;
- Promote and market the use of the recreational facilities; explain rental conditions, regulations and user fees;
- Enter into contracts and agreements with users on behalf of the Township, in accordance with approved policies and rental rates;
- Provide leadership, cooperation and encouragement to community recreation groups;
- Maintain contact with recreation associations and provincial ministries and agencies to maintain awareness of policies, programs and regulations that affect municipal recreation;
- Ensure high standard of cleanliness of the Parks & Recreation facilities;
- Maintain discipline among users, the public and spectators;
- Attend training events and educational opportunities necessary to keep current with job requirements and demonstrate a willingness to enhance and increase skills;
- Assist other municipal departments and provide guidance as required;
- Perform other duties that may be assigned from time to time;
- Maintain confidentiality of all Township matters;
- Conduct oneself in a professional manner at all times when representing the Township

**KNOWLEDGE AND SKILL:**

- Managerial, operational, organizational and leadership ability. Good communications skills, both written and verbal. Public relations and marketing skills, good knowledge of municipal recreation budgeting and accounting functions. Knowledge of public needs as well as working knowledge of legislation and policies that affect municipal recreation;
- Thorough knowledge of equipment, vehicles and materials used in the recreation area. Qualifications and technical skills in ice-making, refrigeration and other mechanical maintenance for municipal recreation facilities.

**WORKING RELATIONSHIPS:**

- Provide supervision, and management to all Parks & Recreation employees;
- Work cooperatively with staff of all municipal departments, Council and the public;
- Communicate and coordinate with the Parks & Recreation Committee Chairperson as required;
- Consult as required and work cooperatively with representatives from Provincial and Federal ministries and agencies, outside contractor, tradespeople and service providers.

**WORKING CONDITIONS:**

- Working hours are subject to split and extended shifts to accommodate the requirements of operation. Work requires certain freedom of discretion to make operational decisions;
- Work is subject to frequent interruptions. The position is in a high public profile and the public expects high quality service and prompt information;
- Salary is based on a 35-hour workweek and is subject to responding to emergency calls when required and Committee/Council meetings as required.

**SUPERVISION:**

- Supervises Parks & Recreation staff including summer program employees
- Receives direct supervision from the Clerk-Administrator and/or Deputy Clerk