



POSITION TITLE:	Community Recreation Coordinator (MPAL)
REVISION DATE:	October 2023
REPORTS TO:	Manager of Aquatics and Recreation
DIRECT REPORTS:	Casual Recreation Staff
POSITION SUMMARY:	Reporting to the Manager of Aquatics and Recreation, this position is responsible for leading the MPAL (Municipal Physical Activity Leader) initiative for the Municipality, including working at the community level to develop and implement healthy and safe recreational opportunities for children, families and seniors that encourage well-being and increases physical activity.

TASK NO.	DESCRIPTION
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Position Descriptions are intended to provide an outline of the general areas of responsibility and duties associated with a given position. Position descriptions are not intended to capture the full breadth of tasks and/or assignments an employee may be directed to complete at any given time. The MEH reserves the sole and unfettered right to make changes to this position description, as required by the organization, without impact upon the employment relationship.

JOB DUTIES & RESPONSIBILITIES

1. Recreation Programming (50%)

- 1.1. Program Planning, Monitoring, & Staffing** - Develop, implement, promote, and evaluate recreation programs at facilities/school sites based on the needs of user groups and the community to ensure high quality programs and services are available. Ensure staff are scheduled to deliver recreation programs.
- 1.2. Program Software & Registrations**- Oversee recreation program registrations including classes, activities and courses and manage the implementation of these programs in the municipal recreation software system.
- 1.3. Reporting & Grant Opportunities**- Preparation of written reports including month end and year-end reports on registration numbers, revenues, statistics, and other reports as requested including the completion of applications for local, provincial and federal grant opportunities.
- 1.4. Facility Bookings** - Oversee, schedule and coordinate indoor and outdoor facility/school bookings required for recreation programming and services. Ensure bookings are in accordance with applicable joint use agreements for facility partnership agreements.
- 1.5. Youth Leadership & Seniors** - Liaise with youth groups throughout the Municipality with the purpose of establishing a youth and senior based physical activity initiative. This includes working with these populations to establish an action plan for incorporating physical activity into their daily lives.

- 1.6. **Equity, Diversity, Inclusion and Access (EDIA)** - Coordinate the delivery of the Recreation Access Funding Program. Ensure that recreation programs align with EDIA standards for the recreation industry in Canada and follow the direction of the PRC Diversity and Inclusion Strategy.

2. Supervisory Responsibilities (20%)

- 2.1. **Human Resource Management** - Manage human resources including hiring, supervision, training and performance management, including the setting of key targets for all staff. Provide advice and direction to casual program staff in the performance of their duties. This position oversees and gives direction to volunteer resources not employed by the Municipality.
- 2.2. **Coordinate and Train Staff** - Recruit, coordinate and train staff to support initiatives as established through the Municipal Strategic Plan and, specifically, through the Recreation Master Plan and PRC Diversity and Inclusion Strategy.
- 2.3. **Financial Administration** - Prepare annual program budgets (i.e., Day Camps, Art Programs, Sport programs, etc.). Monitor and report on budgets during the year ensuring expenditures are within budget.
- 2.4. **Workplace Environment** - Promote a positive and productive work environment for staff and volunteers. Ensure a spirit of teamwork exists by promoting the benefits of healthy active living through collaboration and consultation. Ensure compliance with all occupational health and safety requirements.

3. Administration & Stakeholder Relations (20%)

- 3.1. **Schools & Community Recreation Partners** - Serve as liaison between the school administration and the Parks, Recreation & Culture Department. Participate in workshops for community groups.
- 3.2. **Community Programming** - Work with local community recreation groups to establish localized self-sufficient programs (i.e., teaches "Train the Trainer"), and to develop fees for service programs to address identified gaps in service.
- 3.3. **Public Relations** - Perform public relations concerning recreation programs.
- 3.4. **Program Development and Promotion** - Work with communications to develop communication plan for recreation programs (e.g., social media, newspaper ads, signs, flyers, etc.) as deemed appropriate.
- 3.5. **Inventory Control** - Maintain an adequate inventory of recreation program supplies and equipment. Purchase equipment and supplies as needed while ensuring expenditures are within budget.

4. Other Duties (10%)

- 4.1. **Management Support** - Work closely with the Manager of Recreation and Aquatics in the development of activities and initiatives.
- 4.2. **Research and Reporting** - Research recreation best practices as it relates to the initiatives of the department strategy. Compile statistics in order to make recommendations and prepare reports. Prepare recommendations to Council that relates to programming and municipal grant requests.
- 4.3. **Support Other Parks, Recreation and Culture Staff** - Support Community Development Coordinator, Events Supervisor and other staff in department with municipal events or other initiatives.

REQUIRED QUALIFICATIONS AND TRAINING

Education and Experience

- Completion of a university degree/and or Diploma in a Recreation Management/Administration.
- Minimum of 3 years related experience including 1-year experience in a supervisory role.
- An equivalent combination of education and experience will be given consideration

Knowledge, Skills, Abilities

- Ability to use Microsoft Outlook, Word, PowerPoint and Excel
- Must have excellent written and verbal communication skills, as well as presentation/facilitation skills
- Must have strong project management skills with the ability to operate within tight timelines and budgets
- Must be a self-starter with excellent organizational and time management skills to meet the challenges of a varied work day
- Must have excellent research skills

Working Environment

- This position qualifies for overtime pay.
- The workload of this position is frequently unpredictable and will be required to attend meetings and activities outside normal office hours

I hereby certify, to the best of my knowledge, the information provided regarding this job description is complete and factual, and accurately describes the work performed.

<i>Employee's Signature</i>	<i>Employee's Name (print)</i>	<i>Date:</i>
<i>Director's Signature</i>	<i>Director's Name (print)</i>	<i>Date:</i>
<i>CAO's Signature</i>	<i>CAO's Name (print)</i>	<i>Date:</i>