



JOB DESCRIPTION

TITLE: RECREATION COORDINATOR

DEPARTMENT: Parks and Recreation

LEVEL: 11

Position Last Evaluated: Dec 2014

Job Desc. Last Updated: Dec 2015

JOB SUMMARY

Under the general direction of the Manager, the incumbent performs recreational program work involving the planning, promotion and implementation of suitable programs in sport, outdoor, social, arts and cultural areas. Recruits and evaluates program Instructors. Supervises volunteers and employees engaged in the delivery of recreational services for people of all ages, needs and abilities. Performs community development functions and encourages community involvement in leisure activities and events.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Evaluates leisure needs and interest in the community; initiates, completes and responds to community and user needs analysis as appropriate.
2. Plans, promotes, manages and evaluates recreation programs for assigned area.
3. Supervises and directs volunteers, staff and contractors involved in the provision of recreation services and ensures policies and procedures are adhered to; plans, schedules and monitors work; provides performance feedback, identifies and recommends training and may participate in staff selection and deal with performance issues.
4. Liaises with departmental staff, community organizations and other agencies in providing specialized programs, workshops and special events; promotes community development through liaison with social service agencies and facilitation of community groups.
5. Recruits instructors to help plan and operate programs according to established guidelines. Recruits volunteers and seasonal recreational staff as required.
6. Evaluates program instructional staff on the perceived program quality based on participant program evaluations and feedback.

TYPICAL DUTIES AND RESPONSIBILITIES (Cont)

7. Develops program schedules for areas within the recreation centers or community settings.
8. Prepares and submits program information reports, evaluations, statistical information; keeps Managers aware of non-routine, urgent or potential problems that may require intervention.
9. Participates in the budget development; estimates and monitors individual program budgets and ensures budgets are adhered to; purchases equipment and supplies as needed.
10. As part of the Parks and Recreation team, works together in the overall delivery of programs and special events.
11. Communicates with the public by phone, e-mail, in person or writing.
12. Provides leisure counseling to people of a variety of ages, abilities and needs; facilitates participation in recreation programs by all members of the community.
13. Performs other duties as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the philosophies, objectives and practices of community recreation programs.

Considerable knowledge of the social, cultural and recreational needs for people of all ages and abilities.

Considerable knowledge of sports, outdoor, social, art and cultural pursuits related to various program offerings.

Good knowledge of computer programs used in recreation and leisure services such as Microsoft Office, desktop publishing, recreation management software, financial management software, etc.

Knowledge of current office practices.

Ability to exercise independence of judgment and initiative and to adapt to changing priorities.

Ability to communicate with courtesy and tact in order to obtain and/or distribute routine data or information to internal and external customers. This may involve the ability to probe for information and clarification.

Ability to establish and maintain an effective working relationship with the public, internal and external agencies, and address varied audiences on topics related to programs and needs.

Ability to gain community participation in programs and events.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES (Cont)

Ability to prepare concise reports and correspondence.

Good verbal and written communication skills.

Leadership skills in the planning, assigning, supervising and evaluating of programs seasonal/part time staff, instructors and volunteers.

MINIMUM TRAINING AND EXPERIENCE REQUIRED

Completion of a Bachelor's Degree in Recreation and Leisure Studies.

Minimum 2 years' recreation programming experience in a variety of recreation delivery areas, including a minimum of 1 year supervisory experience.

Or an equivalent combination of education and experience.

Possession of a valid Occupational First Aid Level 1 Certification with CPR "B" or "C" and AED.

Valid Class 5 BC Driver's Licence with access to private transportation.

Satisfactory Criminal Record Check.

GENERAL STANDARDS

Managers and supervisors shall ensure the health and safety of their employees by demonstrating support and participation in all aspects of the Occupational Health and Safety (OHS) Program, communicating hazards and expectations of safety, maintaining safe work areas, and assigning work to trained persons.

All employees shall take reasonable care to protect their health and safety, and the health and safety of other persons by becoming familiar with the Occupational Health and Safety (OHS) Program, following established safe work procedures, using protective equipment, and asking for training if unfamiliar with work requested to perform.

Contributes in maintaining a respectful, safe and supportive work environment that embraces diversity and where everyone is treated with courtesy, dignity and fairness.

Takes responsibility for reducing energy consumption within the scope of the job duties.

Meets the City's core competencies in the areas of Building Relationships, Developing Self & Others, Focusing on Customer, Communicating Effectively, Thinking Strategically and Collaborating for Results.

Adheres to City policies and objectives.