



## **JOB DESCRIPTION**

**TITLE:** RECREATION COORDINATOR

**DEPARTMENT:** Recreation & Culture

**LEVEL:** 11

**Position Last Evaluated: Dec 2014**

**Job Desc. Last Updated: Dec 2015**

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### **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, and 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.

**TYPICAL DUTIES AND RESPONSIBILITIES cont.**

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.
7. Develops program schedules for areas within the recreation centers or community settings.
8. Prepares and submits program information reports, evaluations, and statistical information, and 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, and purchases equipment and supplies as needed.
10. As part of the Recreation & Culture team, works together in the overall delivery of programs and special events.
11. Communicates with the public by phone, e-mail, in person, or in writing.
12. Provides leisure counseling to people of a variety of ages, abilities and needs, and 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.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES cont.**

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.

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 & Safety (OH&S) Program, communicating hazards and expectations of safety, maintaining safe work areas, and assigning work to trained persons.

**GENERAL STANDARDS cont.**

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 & Safety (OH&S) 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.

Adheres to City policies and objectives.