

## CITY OF HAMILTON

### **HEALTHY & SAFE COMMUNITIES DEPARTMENT** **(RECREATION DIVISION - LOCATION – VARIOUS)**

#### **RECREATION CO-ORDINATOR - CUPE 5167**

The Healthy & Safe Communities Department is committed to its people and is dedicated to building a strong and healthy community. We are passionate about making a difference and are recognized for our excellence. We offer a respectful and supportive workplace that provides life-long learning opportunities, leadership, innovation and performance excellence.

We are looking for high performing public servants who are interested in experiencing a challenging, rewarding, enjoyable, and fulfilling career in the Recreation Division. The successful candidate will demonstrate an ability to provide excellent client service in a respectful, courageous, empathetic, just and ethical manner. Your ability to set and achieve personal goals, professional goals and contribute to the goals of the organization will result in high job satisfaction.

#### **SUMMARY OF DUTIES**

Reporting to the Recreation Supervisor, the Recreation Co-ordinator is responsible for the implementation, administration, and instruction of recreational programmes within designated program areas for a community. Co-ordinates seasonal and year round programme and are responsible for overseeing and training of part-time staff and volunteers.

#### **GENERAL DUTIES**

Under the direction of the Recreation Supervisor, assists in the development and scheduling of daytime, evening, and weekend registered and drop in programs at Recreation and Community Centres.

Under the direction of the Recreation Supervisor; plans and spends allocated programming funds within an approved amount.

Assists in the development, training, and mentorship of part time Recreation staff and provides feedback on part time staff performance to Recreation Supervisor.

Under the direction of the Recreation Supervisor; assists in the hiring, development and monitoring of non-union part time and seasonal staff, scheduling for non-union part time staff and completes time sheets and necessary correspondence for approval.

Demonstrates and teaches recreational activities; sets up equipment.

Assists in the evaluation of programmes and prepares reports as requested.

Actively coordinates and solicits patron and community feedback and input into recreational and community programming and prepares information and recommendations to meet needs/requests.

Assists with localized marketing initiatives and promotion through school boards and partner agencies and assists in the implementation and promotion of special events.

Completes and maintains recreational reports, such as attendance tracking, preparing minor/major accident reports and petty cash.

Verifies revenues and accounts receivable for Recreation Centre such as bank deposits and preparing monthly reports.

Coordinates rentals and contracts to ensure operational needs, program requirements and public access are met.

Receives and addresses concerns and inquiries from patrons and public in a timely fashion.

Required to work regularly scheduled evenings and weekends based on facility operations, public utilization and program delivery. May be responsible for opening and closing of the facility during shifts.

Works in accordance with the provisions of all applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Performs other duties as assigned which are directly related to the major responsibilities of the job.

**QUALIFICATIONS**

1. A community college diploma/certificate in Recreation & Leisure program, OR a combination of equivalent & related education (in recreation, leisure and or programming) AND relevant work experience.
2. Experience related to planning, co-ordinating and implementing leisure, team and recreational programs and activities. Demonstrate and teach recreational activities, experience leading part time/ temporary staff and volunteers and evaluate and promote programs and activities.
3. Must possess and maintain current Standard First Aid and CPR C Certification.
4. Must be able to communicate effectively, both orally and in written form.
5. Working knowledge of Microsoft Office and Excel.
6. Demonstrated knowledge of Health and Safety Act and applicable regulations as it relates to the position.
7. Must have a valid Class "G" Driver's Licence and provision of a vehicle for use on the job.
8. High Five Training is an asset.
9. Ability to communicate in multiple languages is an asset.
10. It is the expectation that the incumbent is able to work days, evening and weekend shifts.

**THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.**

**THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.**

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