

CITY OF HAMILTON

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

RECREATION COORDINATOR - INCLUSION - 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 Supervisor, Inclusion Programming, the Recreation Coordinator - Inclusion is responsible for the City Wide implementation, administration, and instruction of recreational programmes for underserved communities (including; ancestry, culture, ethnicity, gender identity, gender expression, language, physical and intellectual ability, race, religion, sex, sexual orientation and socioeconomic status).. 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 Supervisor, Inclusion Programming, assists in the City Wide development and scheduling of daytime, evening, and weekend registered programs and the support program for underserved populations at multiple Recreation and Community Centres.

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

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

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

Completes and maintains registration and participant intake for persons with disabilities attending inclusive and adapted recreation programs.

Demonstrates and teaches recreational activities; sets up and coordinates the use of specialized equipment (i.e. all-terrain wheelchair, adapted lifejackets, sensory supplies, Snoezelen equipment, visual supports, etc).

Provides City Wide support for inclusion and behavioural management, providing Recreation staff with resources and strategies where needed.

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 special education classrooms, and special needs partner agencies and assists in the implementation and promotion of special events.

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

Coordinates Snoezelen room rentals and partnerships with special needs user groups.

Required to work regularly scheduled evenings and weekends based on facility operations, public utilization and program delivery.

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. Progressive working experience in a recreation or therapeutic environment related to persons with disabilities and underserved communities (including, but not limited to ancestry, culture, ethnicity, gender identity, gender expression, language, physical and intellectual ability, race, religion, sex, sexual orientation and socioeconomic status) normally acquired through a combination of related education from a community college diploma in Recreation & Leisure, Therapeutic, or Inclusive program AND relevant work experience.
2. Experience related to adapting recreation programs for persons with disabilities and behavioural challenges, 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. Valid Class "G" Driver's Licence and provision of a vehicle for use on the job.
8. High Five Training and Non-Violent Crisis Intervention 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.
