

CITY OF HAMILTON

HEALTHY & SAFE COMMUNITIES DEPARTMENT (RECREATION DIVISION - LOCATION – 622 ALBERTON ROAD SOUTH., ANCASTER)

RECREATION CO-ORDINATOR – ASAC - 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 – ASAC is responsible for the implementation, administration, and instruction of recreational programmes within designated program areas for the Ancaster Senior Achievement Centre community. Co-ordinates seasonal and year round programme. Responsible for overseeing and training of part-time staff and volunteers. Provides support to the ASAC Advisory Board with monthly financial data entry using appropriate software to track their accounts payable/accounts receivable and deposits.

GENERAL DUTIES

Under the direction of the Recreation Supervisor, assists the ASAC Advisory Board in the development and scheduling of registered and drop in programs (including workshops, special events and seminars) at the Ancaster Senior Achievement Centre.

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

Attends monthly ASAC Advisory Board Meetings, along with Supervisor as an ad hoc non-voting member.

Assists in the development, training, and mentorship of part time recreation and Board hired contract staff and provides feedback on part time staff performance to Recreation Supervisor and ASAC Advisory Board.

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. Prepares information and recommendations to meet needs/requests.

Assists with localized marketing initiatives and promotion in collaboration with the ASAC Advisory Board. 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. Assists the ASAC Advisory Board with monthly revenue, expenditure tracking and deposits.

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

Sets up and maintains a filing system for correspondence, financial records for recreation centres, reports and documents.

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. Ability to input, retrieve and compile financial data for further analysis using appropriate software systems.
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. Understanding and experience working with older adult populations and ability to communicate in multiple languages is an asset.

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.
