

**Town of Caledon**

***make a difference***



### **Job Titles:**

- **Recreation Coordinator, Specialty Programs** (up to 14 months) includes camps, inclusion and skating.
- **Recreation Coordinator, General Programs** (up to 12 months) includes various children, youth and adult direct and indirect programs, including school groups and workshops

**Closing Date: December 7, 2018**

Town of Caledon is a dynamic municipality that successfully balances urban, rural and agricultural communities. Our energetic staff are guided by our core values that create an environment for continuous improvement and customer service excellence.

In addition to offering exciting career opportunities, the Town also provides a competitive and comprehensive total rewards package. Come see how you can ***make a difference***.

### **The Opportunity**

Reporting directly to the Recreation Supervisor of Programs, this role is responsible for effectively administering and supervising various recreational programs and related initiatives while promoting access and equitable processes for residents. The Recreation Coordinator provides supervision to full time, contract, volunteer and part time staff.

### **The Ideal Candidate**

This individual will have experience and knowledge to support the following responsibilities:

- Planning, development and execution of recreational programs, services and initiatives, including direct and in-direct programming town wide.
- Analyze and assess recreation program requirements and present recommendations for service improvements and efficiency.
- Identify trends, demographics and new techniques to determine the needs of the community while ensuring that the market is responsive.
- Assist with the execution of marketing and sales plans to maximize revenue, usage and customer service satisfaction



6311 Old Church Road  
Caledon, ON L7C 1J6  
[www.caledon.ca](http://www.caledon.ca)

T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4542

- Work closely with local school boards, service clubs, conservation authorities, non-profit organizations and businesses to strengthen and maintain a positive cooperative working relationship and to execute partnerships that will increase the quality of recreation services.
- Ensure recreation programs adhere to quality assurance standards as part of the Town's commitment to Service Excellence (e.g. HIGH FIVE®).
- Assist in the implementation of corporate and community events. Provide staffing resources for partnered events that are aligned with the recreation mandate.
- Recruitment, training and evaluation of staff and volunteers: provide coaching, develop goals, objectives and workplans: and conduct performance appraisals.
- Provide exceptional internal and external customer service and strives for effective resolution.
- Prepare various recreation budgets in consultation with the Recreation Supervisor.
- Be responsible to work and ensure that all staff supervised work in compliance with the Occupational Health and Safety Act and Regulations, the Town of Caledon Policies and Procedures, as well as established industry guidelines.

### **The Ideal Candidate Will Possess:**

- Education, training and/or knowledge in the above, normally acquired from a post-secondary degree or diploma in Recreation Studies or closely related field.
- Certification(s) in HIGH FIVE®, Standard First Aid, additional certification (PHCD, Quest 1 Trainer) are an asset.
- Minimum of 4 years related experience in a recreation setting including direct programming and supervisory experience.
- Demonstrated customer service excellence that reflects Caledon's quality standards: accurate, courteous, responsive and easy to navigate
- Organizational skills with considerable attention to detail to avoid errors and ability to meet deadlines.
- Superior interpersonal skills including the ability to work effectively in a team environment.
- Demonstrated ability to exercise significant discretion and sensitivity involving regular access to confidential data.
- Demonstrated capability to supervise and coordinate functional groups.

This position offers a salary range of \$67,924.10 - \$80,325.64.

*Proof of qualifications will be required of any successful candidate(s) for these positions.*

*The Town is an equal opportunity employer that is committed to an inclusive and barrier-free workplace. If your application requires accommodation please contact Human Resources.*

### **How To Apply**

To learn more about employment with the Town of Caledon and to apply for this exciting and challenging opportunity, visit: [www.caledon.ca/careers](http://www.caledon.ca/careers)

If needed and upon request, this document can be made available in an alternative format.



6311 Old Church Road  
Caledon, ON L7C 1J6  
[www.caledon.ca](http://www.caledon.ca)

T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4542