



Job Search

Recreation Program Coordinator - CLOSES: Thursday October 27, 2022

75 Caso Crossing, St Thomas, ON N5P 3V7, Canada Req #590

Date Posted: October 13, 2022



External

THE CORPORATION OF THE CITY OF ST. THOMAS
Parks, Recreation and Property Management Department
has an opening for the following position:

RECREATION PROGRAM COORDINATOR

(Full Time – CUPE 841)

Posting #590-09-22

POSITION SUMMARY:

This CUPE 841 position, under the general direction of the Supervisor of Recreation Facilities and/or the Supervisor of Parks and Forestry, is responsible for providing excellence in customer service, organization, implementation, and operation of current recreation programs, assessing public interest and demographic needs to adjust and/or creates new recreation opportunities for the citizens of St. Thomas and area.

MAJOR TASKS:

Plans, coordinates and implements recreation and leisure activities, fitness and active adult and youth programs and events at the Joe Thornton Community Centre, Memorial Arena, Jaycee Pool, Pinafore Park, Waterworks Park and One Password Park such as: Summer Day Camps, PD Day Camps, March Break and Winter Camps, Spring Hockey, Winter/Spring/Fall evening and weekend Programs, Drop-in Programs, and Walking Track.

Oversees program instructors, camp leaders and aquatic staff ensuring effective communication regarding program registration, supplies, and schedules (including shift changes, sick calls, and vacation requests). Follows sick call-in procedures and policies that are reported directly to the Program Coordinator. Trains new employees on time and attendance entries, verifies timesheets, and makes necessary adjustments before submitting to Supervisor of Recreation Facilities for authorization. Coordinates required Health and Safety training for program instructors, camp leaders and aquatic staff.

Acts as liaison between the Supervisor of Recreation Facilities and Summer Day Camp Supervisor and Summer Aquatics Supervisor.

Intakes and processes new and existing registrations for programs, camps and aquatics.

Reconciles and deposits all program, camp and aquatic revenue and issues online credits and refunds as per policy & procedure.

Acts as liaison to various community organizations and agencies, e.g. Ontario Early Years Centre and Railway City Tourist Association for the provision of meaningful recreation and active living experiences for our community's residents.

Assists in the projection, recommendation and control of budget items related to those operational areas directly assigned.

Solicits sponsorship, advertising and donations for programs and events as required.

Coordinates the marketing and promotion of assigned programs and events including design and placement of approved advertising, newsletters, brochures, maps, flyers, manuals, program plans and booklets, radio/print advertisements, and providing social media notices as required.

Evaluates current programs, makes recommendations for the addition of new programs and the removal of unsuccessful programs.

Participates in interviews and recommends part-time/seasonal program, camp, and aquatic staff for hire to Supervisor of Recreation Facilities.

Communicates performance issues to the Supervisor of Recreation Facilities to address as appropriate.

Assists with 50 Plus Hockey program including securing and processing of payments to external timekeepers and referees, liaising with executive and creating schedule.

Creates and maintains files, records and reports on duties and responsibilities.

This position must be compliant with all provisions of the Occupational Health and Safety Act, related to "Duties of a Supervisor" and "Duties of a Worker".

Performs other duties as assigned.

QUALIFICATIONS:

Two-year Community College diploma in Recreation or related discipline. Three (3) years' experience in the same or a related field, or an equivalent combination of education, training and experience. Experience with program development, presentations, working with community groups, ethno-cultural and special needs groups. Previous Municipal programming experience would be an asset. Must be proficient with Microsoft Office Programs (Word, Outlook, Access, Excel, Publisher, PowerPoint). Knowledge of grant writing and digital software would be an asset. Experience in rental bookings of facilities and registration modules and High Five Certification would be considered an asset.

CONDITIONS OF EMPLOYMENT:

Candidate will be required to successfully complete and submit a Vulnerable Position Criminal Record Search. May be required to work outside and beyond the normal hours of work, including evenings and weekends. Must possess a valid driver's licence for the Province of Ontario. The use of a privately owned vehicle is required. Carries work phone for the purposes of being available to address emergencies related to recreation programs that may arise outside of the scheduled workday, including being available evenings and weekends during programming sessions.

Remuneration Range: \$25.36 - \$31.70 per hour working 35 hours per week plus a comprehensive benefit package.

Applications must be received on or before Thursday October 27, 2022 at 11:59 p.m.

HOW TO APPLY:

Go to www.stthomas.ca – Employment, Employment Opportunities.

Go to Posting Title.

Click the 'Apply Now' button. You will need to create a Login.

Please **IMPORT** and **UPLOAD** your **COVER LETTER AND RESUME** individually (i.e. pdf, word).

ENSURE YOU HAVE ATTACHED ALL YOUR DOCUMENTS PRIOR TO SUBMITTING YOUR APPLICATION.

Note: You will be required to answer Qualification questions during the application process.

When your application has been successfully received through Dayforce, you will receive an email from notify@dayforce.com stating "Congratulations, your application has been successfully submitted."

All prospective employees, volunteers and students will be required to provide an acceptable "Criminal Record Search" as a condition of employment and prior to commencing employment.

Although we appreciate all applications received, only those selected for an interview will be contacted.

Personal information for this position is collected under the authority of the Municipal Act, R.S.O. 2001, as amended.

The City of St. Thomas is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If you

require accommodation to apply or if selected to participate in an assessment process, you must provide your accommodation needs in advance. Questions may be directed to the Human Resources Department at 519-631-1680 ext. 4146.

Other details

Pay Type Hourly

Apply Now