



CITY OF THOROLD Program Coordinator

Working for City of Thorold

By joining the City of Thorold team, you will be choosing to become part of the fastest growing municipality in the beautiful Niagara region.

Working with us means a great pension, superb benefits package and a supportive and collaborative team environment. We invest in our people and prioritize creating opportunities for our employees to learn and grow in their roles.

We are proudly home to Canada Games Park, an internationally recognized and certified athletics and wellness facility. Our 300+ acres of parks and trails, two community centers, two arenas and outdoor pool are what makes Thorold the ideal place to build your career.

Position Summary

Reporting to the Manager of Community Services, the Program Coordinator is responsible for the scheduling, and preparedness of recreational amenities and services within the Community Services Division. This is including but not limited to the pool, parks, playgrounds, recreational facilities, and sports fields. The Program Coordinator also acts as a staff liaison for all non-City led events (on municipal property).

The City of Thorold invites you to submit your resume if you possess:

- College or University degree in Recreation/Leisure or a related field
- Minimum of 3 years of experience in program development, recreation and community services, including but not limited to administration in a multi-use facility, arena, pool, community halls, parks, playgrounds and sports fields
- Experience in coaching and providing guidance to staff
- Experience in assisting the preparation of budgets, reports and grant applications
- Clear Criminal Reference Check with Vulnerable Sector Screening completed within the last 6 months is required
- First Aid and CPR Certificate, AED or ability to obtain
- Additional certification through professional organizations such as Ontario Recreational Facilities Association, Ontario Municipal Recreation Association, and Parks and Recreation Ontario considered an asset
- Experience working with internal and external stakeholders
- Proficiency in Microsoft Office applications as well as department specific software (i.e. ActiveNET, City Wide, eScribe)
- Ability to work independently with little direction in a fast paced and stressful environment, and to meet deadlines with constantly shifting priorities
- Demonstrated skills in organization, effective time management, accuracy and adaptability
- A high degree of integrity and discretion

- Ability to work in a team environment, accept and follow verbal and written instructions, complete duties to an exceptional level of quality
- A Valid “G” class driver’s license and have access to a vehicle as travel is occasionally required

ADDITIONAL INFORMATION

- This position is based out of the Thorold Community Arena, with frequent visits to parks and facilities owned by the City
- Interruptions should be expected when there are calls for assistance and inquiries. Extra time is required for peak periods and emergencies
- Ability to maneuver between extreme heat, cold environments inside and outside department facilities
- Work is primarily conducted in an office space
- Work involves mental and visual concentration with frequent interruptions
- Must be able to deal effectively with the public and management staff

The salary range for this position is **\$69,474.00 - \$80,425.00**, includes a comprehensive pension and benefits package as well as a hybrid work policy. A job description is available on the City website at www.thorold.ca .

Interested candidates are invited to submit their detailed resume and cover letter to the Manager of Human Resources at hr@thorold.ca no later than **Sunday March 17, 2024**. Please indicate the position you are applying to in the email subject line. *Only those applicants selected for an interview will be contacted.*

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, the City will provide accommodation to applicants with disabilities throughout the recruitment, selection and/or assessment process. Please inform staff of the nature of any accommodation(s) that you may require.

Information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes.