



Recreation Program Coordinator
Community Services/Recreations
File # 24-T-63

Located on the Trent-Severn Waterway in the heart of the Kawartha tourism region, Peterborough is a unique community known for its exceptional quality of life and beautiful setting. Peterborough has it all – a multitude of recreational opportunities, a diverse industrial, commercial and agricultural base, quality health care and excellent schools – including two outstanding post-secondary institutions. Peterborough is just one hour from the Greater Toronto area.

Job Details

The Recreation Program Coordinator is responsible for delivering recreational programs in the assigned portfolio. The programs and services offered will be created to meet the needs of a variety of users and participants that focuses on a continuous improvement model for program excellence. The aquatic and skate portfolio includes instructional aquatics programs and drop-in swimming at the Peterborough Sport and Wellness Centre, community wading pools, and City operated beachfronts as well as drop-in and recreational skate programs at the City's community arenas.

Qualifications

Knowledge and experience normally associated with a two-year college diploma in Recreation or equivalent, and a combination of up to three years previous or on-the-job related experience, ideally in a supervisory capacity in a recreation/aquatic centre or multi-use recreation facility. Must possess current NLS certification, First Aid, CPR and AED certificates. Certifications such as Lifesaving Instructor Trainer, Aquatic Supervisor Trainer, NLS Examiner and First Aid/AED Instructor Examiner and Certified Pool Operator are considered an asset.

Demonstrated ability to maintain an efficient and cooperative atmosphere amongst staff members and project a positive public relations image to staff and members. Must be able to adapt to changing priorities, work independently and in a team environment.

Excellent written and verbal communication skills. Knowledge of Microsoft Office applications (Word, Excel, PowerPoint), and experience with of Xplore Recreation software is an asset.

This position falls under the Alternative Hours of Work provision of the collective agreement and will work a variety of shifts, including evenings and weekends.

Salary

\$70,086- \$73,311

Application Information

Qualified applicants are invited to submit 1 file containing a résumé and cover letter (ensure your name is in the title of the document), quoting file number 24-T-63 on the file as well as in the subject line, no later than 12:00 p.m. on **June 14, 2024**, to recruiting@peterborough.ca.

City of Peterborough, People & Culture Division, City Hall, 500 George Street North, Peterborough, Ontario K9H 3R9. Fax: (705) 742-7021

The City of Peterborough is an organization that strives to embrace the spirit of inclusion, diversity, equity and accessibility. We are an equal opportunity employer committed to building an inclusive and barrier-free environment in which all individuals have access to the City's goods, services and facilities. If contacted for an employment opportunity, please advise People & Culture if you require an accommodation.

The personal information submitted for employment is collected under the Freedom of Information and Protection of Privacy Act and will be used to determine eligibility for employment. We thank you for your application but advise that only those selected for an interview will be contacted.

www.peterborough.ca/jobs