

Recreation Coordinator



This opportunity is simple: we're inviting you to join us in our mission of providing municipal service to residents, businesses, and organizations in a friendly, effective and innovative manner by bringing your skills and talent to our organization through the role of *Recreation Coordinator*.

We're looking for a dynamic person ready to contribute to our vision of being a community of communities where all people belong. We're excited about this role and the opportunity it presents for the successful applicant, our organization and our community.

Statement of Intent: Our goal is to be a diverse and inclusive workforce representative of the communities we serve at all job levels. We encourage applications from Indigenous People, Persons of African Descent, and other Racially Visible Persons, Persons Living with Disabilities, Gender Diverse Persons, and members of other historically underrepresented communities. While we recognize the inherent difficulty of doing so, if you are a member of a traditionally excluded or marginalized community, you are encouraged to self-identify in your cover letter or your resume.

Primary Responsibilities

- Program Development and Delivery
 - Review, development and implementation of recreation strategies and plans as determined Council.
 - Implement municipal recreation programs for county-wise leisure programs.
 - Coordinate recreational opportunities for residents.
 - Plan, implement and evaluate internal and external recreation programs focusing on the emotional, intellectual, physical and social needs of the residents.
- Recreation Administration
 - Investigate available funding opportunities and administer and manage funding programs.
 - Assist with training and evaluation of seasonal employees and volunteers.
 - Assist with the budgeting process.
- Community Liaison
 - Work in partnership with recreation staff from other entities.
 - Ensure communities are aware of recreation funding programs available and support community groups.
 - Implement and/or facilitate clinics and workshops regarding community needs annually to enhance volunteer skills in providing recreation programs for Kings County communities.
 - Motivate and facilitate resident participation in recreation programs.
- Policy Development
 - Participate in the development of short and long-term strategic planning of recreational services.
 - Assist in the development and revision of policies.

Candidate Profile

Education and Experience

- Post secondary education in Community Development, Human Resources, Recreation Management, or equivalent education / training, and lived/professional experience;
- 5+ years relevant working experience inclusive of paid and volunteer work;
- Related work experience in an equity-focused environment an asset;
- Public sector experience preferred but not required.

Knowledge, Skills, and Abilities

- Strong ability to use language flexibly for social and professional communication. Ability to communicate in languages other than English considered an asset;
- Well-developed interpersonal, public relations, and presentation skills;
- Must be a self-starter with excellent organizational and time management skills to meet the challenges of a dynamic work environment;
- Commitment to a human-centered approach to program design & implementation;
- Experienced in applying principles of universal design and designing barrier free programming;
- Event management;
- Experience supporting seasonal staff is an asset;
- Hold a valid driver's license, be willing to travel, and attend evening or weekend meetings and events;
- Strong knowledge of computer applications in a Windows environment emphasizing Microsoft Word, Excel, and PowerPoint;
- Ability to carry out assigned projects to their completion within required time frame;
- Ability to establish and maintain effective working relations with colleagues and the public.

Compensation & Benefits

This is a full-time unionized position that is governed in accordance with the Collective Agreement between the Municipality of the County of Kings and CUPE, Local 2618-01. Compensation includes a competitive salary and a benefits plan - including a pension plan (8% employer & 8% employee match)! Salary will be Level 7 (\$33.46/hr - \$39.91/hr) of the Municipal Pay Band. Hours of work will be Monday to Friday 8:30am to 4:30pm (35 hours per week). Some evening and weekend hours will be required.

For a detailed job description please click [here](#).

Extra Details

The Municipality of the County of Kings is a community of communities, both urban and rural, offering an exceptional lifestyle to residents. With a population of more than 60,000, the Kings Region offers full-service amenities you'd typically find in more urban environments in quaint small towns with vast rural landscapes and amazing vistas.

Learn more about our region, our organization and our commitment to Equity and Diversity [here](#).

How to apply

Send us your resume and cover letter merged into a single PDF with the position title in the email subject line. Help us understand how your talent and experience will help us achieve our vision, mission, and goals. Don't be afraid to be personal! We are excited to get to know you.

Send your complete application package to Cathy Nichols, Human Resources Manager at workhere@countyofkings.ca by **4:30pm Friday August 2, 2024**.

In order to provide an equitable experience for all candidates, the Municipality is happy to offer accommodation, adjustments and changes throughout our recruitment process. Persons who anticipate needing accommodations for any part of the recruitment process may contact, in confidence, workhere@countyofkings.ca.

We thank all applicants for their time and effort in applying however, only applicants selected for an interview will be contacted.

