

The Municipality of Strathroy-Caradoc – Full-Time Permanent Job Opportunity

Recreation Programs Coordinator

The Municipality of Strathroy-Caradoc is looking for someone who shares our values of teamwork, respect, honesty and commitment. You will be joining a team of dedicated, professional and committed co-workers, willing to go the extra mile to serve residents and ratepayers. Our mission is to lead and serve our communities by pursuing opportunities, leveraging partnerships and managing our resources to achieve growth. The bar is set high, but we strive to reach it together.

If you are looking for an opportunity to learn and grow and promote positive change in a friendly, safe environment, we'd love to hear from you!

Strathroy-Caradoc... Urban Opportunity, Rural Hospitality.

The Municipality of Strathroy-Caradoc is currently accepting applications for one (1) full-time, permanent "Recreation Programs Coordinator."

Position Summary:

Under the general supervision of the Supervisor of Recreation, Programs, and Community Liaison, the Recreation Programs Coordinator will assist in the organization, planning and delivery of all recreation leisure programs and activities. The objective will be to increase opportunities, participation, and promote a healthy lifestyle for all residents. The Recreation Programs Coordinator will research program trends, develop new recreation programs, promote and market recreation programs and events, as well as assist in the day-to-day operations of municipal recreation programs.

Goal Statement:

As a member of the Municipal team, each employee is responsible for serving the citizens of Strathroy-Caradoc by meeting the ratepayers' needs and expectations, as articulated by Council, by striving to be the best in everything we do through attitude, training and creativity, and for representing the Municipality as a strong, integrated organization dedicated to quality, sustainable and viable services.

Duties and Responsibilities:

- Seek and establish partnerships with community groups/organizations to enhance recreation programs.
- Lead the planning, implementation and evaluation of school year day camp programs, recreation programs and party packages. This includes Winter and March Break camps, party packages, tournaments, leagues, drop-in and registered recreation and leisure programs.
- Assist with the recruitment, selection, orientation, and development of various recreation and day camp program staff including program supervisors.
- Lead the training, coaching, and evaluation of recreation volunteers, part-time recreation, and day camp staff.
- The Recreation Programs Coordinator will organize and/or lead training sessions, provide ongoing feedback to staff and conduct performance reviews, at designated times.
- Manage and evaluate volunteer program that supports all day camp, party packages, recreation programs and events.
- Plan and lead staff meetings with volunteers, part-time recreation and school year day camp staff team. The Recreation Programs Coordinator, with guidance of the supervisor or Recreation, Programs and Community Liaison, will establish the appropriate number and times for staff meetings.

- Schedule volunteers and part-time recreation staff for recreation programs, party packages and special events.
- Perform customer service duties, such as booking facilities, in the absence of the Events and Booking Coordinator.
- Responsible for ensuring participant, volunteer, part-time recreation and day camp staff safety through the application of due diligence and risk management practices. Ensure the safe operation of municipal recreation equipment and facilities by applying safe work methods and procedures.
- Adhere to the Municipality's Customer Service Standards when acting in a frontline service capacity and dealing with participants, parents/guardians, service representatives and agency contacts.
- Ensure the completion and coordination of all recreation program related documentation, such as accident/incident reports, behavior reports, and complaint reports, as required.
- Development and coordination of marketing and promotions for all day camp programs, recreation programs, and party packages. This includes the creation of the Summer Day Camp Brochure, Winter and March Break camp flyers, party packages brochures. Coordination of radio and print advertisements, ensuring the Communications Coordinator gets all needed information to update the website, etc.
- Apply for and/or assist with, grant applications for day camp, recreation programs and recreation infrastructure funding.
- The Recreation Programs Coordinator will be required to work day, evening and weekend shifts.
- Perform such other related duties as may be assigned from time to time.

Qualifications:

- Post-secondary education in relevant field of study, such as, Program Coordination, Recreation and Leisure, etc.
- Minimum 3 years of working day camp experience.
- Understands and works within the Occupational Health and Safety Act, Regulations, and any Municipal policies and procedures.
- Knowledge of the methods, procedures, principles, and practices involved in the operations of a day camp program.
- Excellent interpersonal, written, oral and public relations skills, with a focus on customer service excellence by adhering to the Municipality's Customer Service Standard policy.
- Computer literacy utilizing Microsoft Office Suite (Words, Excel, PowerPoint, Outlook).
- Ability to work successfully with a team or independently.
- Must have a valid Class "G" Ontario Driver's licence with a satisfactory driver's abstract.
- Provide a satisfactory Vulnerable Sector Check prior to starting employment.
- Valid First Aid and CPR certification.
- Must be legally authorized to work in Canada.

Compensation:

Wage: Band 3 – \$50,177.40 to \$62,717.20 per year (2025 rates) (Currently under review)

Benefits: Comprehensive benefits plan including enrolment in the OMERS pension plan.

Posting Type: Existing Vacancy

Closing Date: June 20, 2025 @ 4:00 PM

We thank all applicants but only those selected for an interview will be contacted. Personal information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used only for employment purposes. The Municipality of Strathroy-Caradoc is an equal opportunity employer.

Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.