



Coordinator, Inclusion and Community Development

Permanent Full-Time

J1125-0780

The Town of New Tecumseth is looking for a Coordinator, Inclusion and Community Development to join our team.

Why work with us?

Our growing community, identified as one of the fastest growing municipalities by Statistics Canada, located about an hour north of Toronto, offers beautiful rural and urban landscapes and diverse opportunities to work in a technologically progressive, public environment.

What we promise:

- flexible work environment, including ability to work from home up to two (2) days per week
- employer paid health and dental benefit packages
- competitive salaries
- OMERS pension plan
- free gym membership at Town recreation centres
- professional development opportunities

The Coordinator, Inclusion and Community Development, is responsible for building an inclusive and accessible environment where all members of the community feel valued, respected and supported in collaboration with the Recreation, Facilities & Culture team. The position will work with staff and the community to develop, plan and implement policies, strategies and programs with a focus on well-being, diversity and inclusion. The coordinator will develop relationships and partnerships with community service organizations, key stakeholders, and the general public. This position will ensure that programs adhere to corporate policies/procedures, industry standards for quality and safety, and meet participant needs. The coordinator will recruit and train special needs/integration staff and specialized community program staff/volunteers, including recommending appropriate training and certification programs to ensure all staff are equipped to support and safeguard participants, handle medical /behavioural incidents, and qualified in the safe/proper use of support equipment. The coordinator will conduct intake interviews with special needs program participants and families to ensure appropriate support levels.

How you contribute to our organization:

- Assesses the needs of underserved and diverse populations and communities to develop strategies for improving access, targeted programming and affordable access.
- Develops, implements, and evaluates all special needs and other demographically specialized community services, programs and initiatives (e.g. children, youth and older adults, etc.) with an emphasis on integration and community development.
- Responsible for managing the hiring process of program staff, including but not limited to recruitment, job descriptions, training, scheduling, payroll, employee records, approved disciplinary measures, and performance evaluations.
- Recruits, trains and evaluates special needs/integration and specialized community program staff, and volunteers; assigns work plans, prepares schedules, conducts training.
- Provides supervision, direction, mentoring, coaching and guidance to staff in the day-to-day operations of recreation programs. Provides direction and support to recreation staff as it relates to crisis management/prevention.
- Acts as a resource for diverse populations and communities in the development and implementation of community development and new recreation opportunities that reflect specific needs.
- Liaises with community partners and other Town staff to support the integration of participants into existing services/programs, and recommends, develops and implements new services/programs as well as provides expert professional advice, guidance, and functional leadership as it relates to special services such as children, youth and older adults.
- Acts as a resource for the department and provides direction in relation to community engagement and recreation programming, using findings from community engagement initiatives and other methods of data/information collection
- Researches and administers grant applications across all tiers of government, including private-sector foundations, in support of community initiatives.

What you bring to the team:

- Requires a post-secondary education (degree or diploma) in Special Needs Education, Adapted Recreation, Social Science, or related field.
- Must possess comprehensive knowledge of the Accessibility for Ontarians with Disabilities Act (AODA) and understand compliance requirements of all workplace parties.
- Ability to provide a clean Vulnerable Sector Check
- Valid Ontario Class "G" Driver's License in good standing with a reliable vehicle to use on corporate business
- Additional specialty knowledge or recognized qualifications/certifications specific to working with individuals with disabilities would be considered an asset.
- CPI Crisis Intervention Training (Crisis Prevention Institute) is considered an asset.
- High Five – Principles of Healthy Child Development is considered an asset.
- Three (3) years of related experience.
- Experience managing projects involving programming/policy elements.
- Demonstrated success working with community organizations/groups and demonstrated experience managing relationships with multi-sectoral partners.
- Experience in program evaluation, data collection and social marketing an asset.
- Knowledge of the social determinants of health and the impact on children, youth, families, adults, and seniors.
- Strong knowledge in Accessibility for Ontarians with Disabilities Act and Ontario Human Rights Code.
- Ability to multi-task, cope with interruptions and work under pressure to meet multiple deadlines, exercise discretion and good judgment particularly when handling highly confidential/sensitive information. Possess a high level of initiative and personal integrity.
- Excellent administrative, communication, interpersonal, organizational, time management, and public relations skills, together with the ability to use tact and discretion and to deal courteously and effectively with the public and fellow staff members.

Salary: \$66,990.11 – 83,742.30, plus employer paid benefits and OMERS pension plan

Hours: 35 hours per week

Location: New Tecumseth Recreation Centre

Start Date: January 5, 2026

To apply, please submit a cover letter, resume and copies of the required credentials by December 9, 2025

<http://clients.njoyn.com/CL3/xweb/xweb.asp?clid=56628&page=jobdetails&jobid=J1125-0780&BRID=EX338158&SBDID=20651&LANG=1>

We thank you for your interest; however, only those selected for an interview will be contacted.

Information collected will be used solely for the purpose of candidate selection, in accordance with the Municipal Freedom of Information & Protection of Privacy Act.

The Town of New Tecumseth is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an interview, please advise Human Resources if you require accommodation.