

# Clarington

## We're looking for a Recreation Coordinator to join Clarington's Public Services team!

### Why Clarington?

Clarington is a community full of possibilities.

As one of the fastest-growing municipalities in Durham Region, Clarington is home to over 107,000 residents across four urban centres and 14 hamlets. With our population expected to double by 2051, Clarington offers a perfect blend of urban living and small-town charm. We're known for our thriving energy and agricultural sectors, vibrant historic downtowns, and exceptional quality of life.

Our team thrives in a collaborative environment that promotes work-life balance and meaningful community impact. We value accountability, integrity, and respect, and we are deeply committed to fostering equity, inclusion, and diversity in the workplace. Together, we're building a stronger Clarington — for today and for future generations.

The future is bright – and working with the Municipality of Clarington means you can help shape it. How will you make your mark?

### About the Role

**Vacancy Status:** This posting is for a new vacancy.

Reporting to the Supervisor, Community Programs - Recreation and Inclusion, the Recreation Coordinator oversees the day-to-day delivery of programs and services, ensuring a safe, inclusive, and enjoyable experience for both staff and customers.

The Recreation Coordinator will be a self-motivated individual, with the ability to work independently and collaborate with people across the Corporation to develop innovative solutions that advance our objectives. You are required to demonstrate critical thinking skills, attention to detail, and the ability to prioritize and multi-task in a busy public setting.

This position provides leadership, direction, and supervision to program-level recreation staff, and works to build and maintain a high-performing team that is engaged in their work and workplace. The role has a special focus on managing municipal sports programs and sports leagues, fostering key partnerships and opportunities.

### Key Responsibilities

- Contributing to the day-to-day supervision, administration and delivery of recreation programs and services.
- Assisting in the development, implementation, and evaluation of recreation programs, to ensure the highest quality service.
- Assisting with the supervision, development and evaluation of staff in an environment that requires on-going coaching and mentoring.

- Recommending and contributing content to staff manuals, staff resources and promotional material.
- Responding to general and program specific inquiries using strong communication skills, listening effectively to concerns, and providing high quality customer feedback.
- Ensuring compliance with applicable legislation and sectorial best practices and corporate and departmental policies and procedures.
- Primary point of contact for sports leagues requests for all municipal recreation programs (child, youth, adult).
- Planning, organizing, and administering municipal sports programs (instructional, registered and drop-in) and sports leagues (e.g., basketball, soccer, volleyball, pickleball, badminton, and other recreational sports) for children, youth and adults.
- Coordinate league schedules, standings and game operations.
- Collaborating with internal and external stakeholders to ensure the execution of internal sports leagues, partnership sports leagues and licensed sports leagues for adults, youth and children.
- Developing league rules, policies, and participant guidelines.
- Contributing to the development and growth of municipal sports programs and leagues, following best practices and industry trends.
- Fostering community partnerships with local sports organizations, schools and community groups.
- Maintaining professional relationships with all stakeholders and clients, ensuring effective communication and timely follow-up on municipal sports programs and league requests/inquiries.
- Performing other duties as assigned, including those specific to the department.

## What you bring

- Post Secondary Education in Recreation and Leisure Services, Sports Business Management, Physical Education, or related field.
- Minimum 1-3 years of related experience in administrative, program development and supervisory experience in recreation, preferably in a municipal environment with a special focus on sports programs, sports leagues and sports tournaments/festivals.
- Current certification in Standard First Aid/CPR C. High Five® – Principles of Healthy Child Development (PHCD).
- Advanced qualifications that would be an asset: High Five® - Principles of Healthy Child Development Quest 1 and Quest 2, High Five® Trainer Certification and National or Provincial sport specific training/licenses, High Five® Sport, NCCP Safe Sport Training, NCCP Making Head Way in Sport e-learning module, NCCP Understanding the Rule of Two e-learning module, and Respect in Sport for Activity Leaders.
- Experience delivering high-quality recreation services by overseeing the planning, coordination, and evaluation of general recreation programs, day camps and community sports programs and leagues for children, youth and adults.
- In-depth understanding in sports administration and league management.
- Experience and proficiency in the following computer applications; with Office 365 (including SharePoint, Teams, Word, Outlook, PowerPoint and Excel) and recreation management software such as Active (or similar platforms).
- Highly self-motivated with the ability to work independently, as well as in a team environment.
- Attention to detail is critical for this position along with the ability to complete work in a timely manner.
- Understanding and commitment to continuous improvement principles.

- Strong communication skills, with the ability to engage effectively with stakeholders at all levels, internally, staff, as well as externally, families, community groups, and partner organizations.
- Strong knowledge of relevant legislation including Occupational Health and Safety, Accessibility for Ontarians with Disability Act (AODA), Human Rights Code, and the Freedom of Information and Privacy Act.
- Strong customer service skills with an ability to maintain composure regardless of the demands of the environment.
- Excellent written and verbal communication abilities.
- A valid Ontario Driver's License Class "G" with a satisfactory Driver's Abstract and access to reliable transportation.
- Availability to work evenings and weekends as required.
- Legally entitled to work in Canada.

## What we offer

- Salary: \$75,298 to \$91,526 - Grade 3 of the 2026 Non-Affiliated Salary Administration Program.
- Hours of work: 35 hours per week including evenings, weekends, and holidays.
- A comprehensive benefits and pension program to ensure that your total compensation package addresses both your work and life needs.

## Additional Information

A satisfactory criminal record check with a vulnerable sector screening and proof of qualifications will be required for the successful candidate.

Pre-employment testing may consist of written and oral assessments.

## How to Apply

Applications will be accepted until **May 15, 2026, at 11:59pm**.

To learn more about employment with the Municipality of Clarington and to apply for this exciting and challenging opportunity, visit: [www.clarington.net/careers](http://www.clarington.net/careers).

We thank all applicants for their interest. Only those selected for further consideration will be contacted.

## Our Commitment to Equity

The Municipality of Clarington is a progressive and inclusive employer committed to equity, diversity, and creating a respectful and barrier-free workplace.

Accommodations are available throughout the recruitment process in accordance with the *Accessibility for Ontarians with Disabilities Act, 2005*. To request support or accessible formats, please contact the Human Resources Division at [careers@clarington.net](mailto:careers@clarington.net).

## Privacy

Applicant information is collected under the authority of Section 11 of the *Municipal Act, 2001* for the purpose of evaluating the applicant. Questions about this collection can be directed to Human Resources at [careers@clarington.net](mailto:careers@clarington.net).