



RECREATION PROGRAM COORDINATOR

One (1) Permanent Full-Time Position
35 Hours per week

Why Choose Loyalist for Your Next Great Career Opportunity? Loyalist Township is committed to developing employees who are passionate about making a difference. We support employees to grow their strengths, and together we will reach our collective full potential as an employer of choice. We offer excellent pay and benefits including OMERS, a defined benefit pension plan. Service to our community, and to each other is what we do.

Loyalist Township is a growing community of over 18,000 residents situated on the north shore of Lake Ontario between the Town of Greater Napanee and the City of Kingston. The Township is a blend of rural and urban areas with a number of smaller hamlets throughout, including its very own island community, accessible by ferry. It is an outdoor lovers dream, with a Great Lake on the doorstep and beautiful Canadian shield lakes and provincial parks minutes away to the north. Next door is the historic City of Kingston, which boasts an amazing downtown core right on Lake Ontario, full of excellent restaurants and nightlife offerings. We are also connected to large urban centres by the 401, with the GTA two hours to the west and Ottawa two hours to the east.

Annual salary: \$75,142 - \$87,906

How to Apply: Interested applicants are invited to apply online through our [Careers](#) website by 11:59 p.m. on Sunday, May 10, 2026.

POSITION SUMMARY:

Reporting to the Manager of Recreation, Parks and Facilities, the Recreation Program Coordinator is responsible for supporting the effective and efficient delivery of land-based and fitness recreation programs for the community, including the development, administration, implementation, and evaluation of all offerings, including instructional programs and activity & fitness programs.

The Recreation Program Coordinator provides day-to-day leadership and operational oversight to land/fitness program staff, skate patrol and contracted instructors, as assigned, and supports the Manager of Recreation, Parks and Facilities to ensure programs are appropriately developed, resourced, implemented, staffed, and positioned for successful and exceptional delivery. The Coordinator also supports the day-to-day program operations, within applicable Council resolutions, by-laws, and other legislative frameworks, and maintains collaborative relationships with participants, community groups, and partners.

The delivery of recreation programs plays a key role in building a strong community as part of the Corporate Strategic Plan by strengthening and promoting quality of life, health and wellbeing.

RESPONSIBILITIES:

Provide a fun and safe environment for patrons.

Demonstrate exceptional customer service.

Enforce recreation rules and policies in a polite and professional manner.

PROGRAM & SERVICE DELIVERY

- Develop, coordinate, implement, and evaluate all Township recreation program offerings including those offered at various community outreach locations.
- Requisition and purchase program supplies and equipment as required.
- Review, assess and provide recommendations related to accessibility, equity, diversity and inclusion of land-based recreation programs.
- Ongoing research, acquiring knowledge and expertise related to industry trends pertinent to portfolio including community demographic statistics ensuring maximization of program and facility usage.
- Develop, implement, and modify procedures ensuring consistent and safe delivery of programs.

PARTNERSHIPS

- Develop, maintain and grow effective partnerships with, but not limited to, local schools, community organizations and agencies to support program participation and development.
- Continue to seek new partnership opportunities for programming, sponsorship, etc.

STAFF MANAGEMENT

- Lead a respectful work environment that embraces innovation, change, and reflects the Township's policies, procedures, and values.
- Supervise and lead all land-based programming recreation staff including the provision of performance reviews and the development and implementation of individual training and development programs.
- Monitor staff certifications and qualifications, ensuring that scheduled staff meet standards, and that appropriate training is planned and scheduled.
- Development and maintenance of an attraction and retention program to ensure that staffing levels meet the programming level requirements.
- Monitor staffing levels, identifying/initiating and participating in recruitment needs, provide coaching, and recommend discipline, termination and promotion of staff in collaboration with the Manager of Recreation, Parks and Facilities and the Human Resources Division.

MARKETING, COMMUNICATIONS & PUBLIC RELATIONS

- Support the development and implementation of marketing initiatives; social media, promotional print materials, and other marketing efforts in partnership with Corporate Communications.

BUSINESS PLANNING & FINANCIAL MANAGEMENT

- Assess, forecast and make operational program adjustments based on registrations and business levels. Complete comprehensive program statistical reports as required.
- Coordinate the development, implementation and monitoring of the recreation program budgets and provide revenue / expense projections and cost benefit analysis to the Manager of Recreation, Parks and Facilities.
- Participate in division strategic planning.
- Research grant opportunities, assist with grant application development as requested, and work with funding agencies on grant programs.
- Work with and safeguard confidential participant information.

- Perform administrative functions, which includes, but is not limited to, completion of required reports, statistics, evaluations, website updates, program registrations, etc.
- Update Recreation Management software with program offerings each session. Ongoing requirement to monitor changes in programs and update necessary information.

HEALTH & SAFETY

- Follow all guidelines for employees and employers as legislated under the *Ontario Occupational Health and Safety Act*, protecting own health and safety and the safety of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety.
- Ensure that all applicable safety and job-related training is provided to all division staff to meet legislated and legal requirements, and to allow all job functions to be carried out safely and effectively while remaining current with legislation, industry standards and best practices as well as demonstrate a commitment to continuous learning.
- Responsible for implementing risk management principles for participants, volunteers, and staff.

Other duties as assigned.

MINIMUM QUALIFICATIONS:

Education

- Two (2) year college diploma in Recreation and Leisure Services or related field.
- Standard First Aid and CPRC
- High Five Principles for Healthy Child Development Certification
- High Five Principles for Healthy Aging Certification

Experience

- Three (3) years related work experience in recreation programming including experience coordinating multiple part-time staff.
- Experience with program planning development including budget, research, and analysis.
- Exceptional customer service experience.

Knowledge/Skill/Ability

- Demonstrated leadership skills including the ability to motivate, recognize, and supervise staff in a respectful, fair, and consistent manner including effective mentoring, coaching, counselling, and conflict management skills.
- Working knowledge of the legislation related to recreation program delivery in Ontario.
- General knowledge of the *Occupational Health & Safety Act*.
- Strong computer skills including proficiency in Word, Excel and Outlook, web and cloud-based software.
- Understanding of the dynamics of a political organization and the importance of confidentiality, while navigating politically sensitive solutions.
- Demonstrated ability to communicate effectively with courtesy, tact, and decorum, both verbally and in writing.
- Excellent negotiation and conflict resolution skills with internal staff, members of the community, and other external agencies.
- Customer service and public relations skills, the ability to be professional and courteous when interacting with staff and the public at a role-model level.
- A demonstrated ability to establish effective working relationships both within and outside the organization.

- Ability to attract, motivate, fully engage, and retain employees through implementation of sound talent management practices, to build strong, effective teams and a positive, productive work environment.
- The ability to influence, guide, and support decisions through highly evolved interpersonal skills to build trust and co-operation.
- Demonstrated flexibility and organizational skills to meet established deadlines in a dynamic work environment with shifting priorities, multiple demands, and some urgency.
- Thorough understanding of risk assessment and risk management.
- Demonstrated ability to manage multiple projects and timelines with strong organizational skills and the capacity to multi-task in a fast-paced environment, responding with flexibility to changing priorities while recognizing the importance of time and budget constraints.
- Strong analytical and problem-solving skills with a superior ability to make accurate and timely decisions.
- Highly self-motivated with an ability to work both independently, and in a team environment.
- Demonstrated knowledge of programming and current trends.

Other Requirements

- Possess and maintain a valid Class 'G' driver's license, in good standing and reliable vehicle to use on corporate business.
- Obtain and maintain satisfactory vulnerable sector Criminal Record Check (CPIC).

Note: Above duties are representative of a typical position and are not to be construed as all-inclusive.

WORKING RELATIONSHIPS:

Internal - Frequent interaction with recreation staff, and regular communication with other staff across the organization.

External - Frequent interaction with community groups, patrons and members of the public.

WORKING CONDITIONS:

- Normal office environment working conditions apply.
- Noise from facility, patrons, classes, etc.
- Will be required to periodically attend events/programming outside of regular office hours.

Note: The foregoing is intended to outline the general description of duties and responsibilities for this position. It is not intended, nor should it be interpreted as a complete description. Loyalist Township reserves the right to amend this position description at any time.

Loyalist Township values a diverse workforce and looks to attract and retain people who will work together to provide excellent service to our residents, visitors, business partners, and each other. If you are looking for a rewarding opportunity to work with a team of professionals dedicated to promoting the quality of life and prosperity of our community, come join us!

In accordance with the *Accessibility for Ontarians with Disabilities Act*, Loyalist Township is pleased to accommodate the individual needs of applicants with disabilities within the recruitment and selection process. Please contact the Human Resources team at hr@loyalist.ca or 613-386-7351 ext. 149 if you require accommodation.