

Job Description

Recreation/Communication Coordinator

Scope:

The Recreation Coordinator has the responsibility for developing leadership and voluntarism within the community and empowering residents to increasingly provide for their own recreational needs.

This is a contract position that works evenings, weekends from time to time as needed to complete the requirements of job.

Contract – 2 to 3 days per week (Flexible Work Week/Weekend)

Recreation Coordinator

2018/07/04



Position Summary:

under the supervision of the Chief Administrative Officer, this position is responsible for the coordination and provision of Recreation Services including the promotion, administration and evaluation of program development, special event planning. Administering Town's Social media and working with County/Town FCSS Department. This includes the greater community of the Town and the surrounding area within the County of St. Paul. Communication includes preparing press releases and reports. Assisting the Chief Administrative Officer with tourism and retention/attraction of businesses in the Town.

Position Responsibilities:

1. Plan, implement and evaluate programs that meet the needs of the community.
2. Monitor recreation programs to ensure that programs are delivered within guidelines and prescribed budgets.
3. Plan, organize and promote large scale events which may include, but are not limited to Information Night, Volunteer Appreciation Events, Senior's Week, Canada Day, Remembrance Day and Town Christmas activities.
4. Responsible for engaging/assisting user groups/non-profit organization in grant applications.
5. Attending Alberta's Lakeland Destination Marketing Organization and Chamber of Commerce meetings representing the Community related to recreation programming.
6. Prepare with the Manager of Finance and Chief Administrative Officer on the annual budget for the department.
7. Research funding opportunities, prepare grant applications and further develop program partnerships for the community.
8. Prepares agenda and attends, provides guidance at all recreation committee meetings.
9. Takes minutes of all recreation committee meetings.
10. Works collaboratively with County of St. Paul in providing recreation program for the community. This includes greater community of Town and surrounding area of the County of St. Paul.
11. Manage communication to all staff regarding programs and special events.
12. Act as a liaison with user groups and local organizations and attend various meetings as required. This may include organizing, recording and facilitating records management.
13. Compile information and prepare reports detailing programs, costs, numbers of participants and equipment and facility use.
14. Develop, coordinate and maintain up-to-date information and online registration regarding programs being offered in the community and events happening in the Recreation Department. Communication mediums will include, but not be limited to:
 - a. Program booklets
 - b. Newsletters and publications
 - c. Website updates
 - d. Social media updates

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