



## Recreation and Events Coordinator

The **Recreation and Events Coordinator** is responsible for the Township Recreation Programs to meet the needs of a diverse community and ensures program facilities are properly maintained.

### Duties include but are not limited to:

- Oversees the development, promotion and implementation of a diversified recreation program and services for all ages in accordance with the Township needs; evaluates program effectiveness; recommends changes and implements council decisions.
- Oversee the activities of summer student staff and volunteers; plans, assigns, trains, directs and monitors duties.
- Community liaison and resource for community organizations in the planning, organization and promotion of events while ensuring compliance with all Township and other legislative requirements
- Work with organizations in the area including schools, businesses, local sports groups, volunteer organizations for the purposes of recreation services and events.
- Develop communications and promotions for recreation programs, leisure activities and events to be advertised in a variety of methods, including the Township website, newsletters, media releases, and social media.
- Prepare monthly newsletter to residents of the Township.
- Prepare annual budget for recreation programs and events and reviews revenues and expenditures.
- Prepares applications for various funding revenues including federal and provincial grants, sponsorships, partnerships and other funding opportunities.
- Prepares monthly Recreation Program reports for the Township Council
- Part-Time, may lead to Full Time
- Will include evenings and weekends

### Required Qualifications:

- Post-Secondary Diploma or Degree in Recreation or Event Planning, and/or Experience delivering recreation programs and events in a related field.
- Certification in First Aid/CPR and AED an asset
- Superior computer skills including word processing/spreadsheet software, web content, internet and email programs, marketing and social media and related office equipment
- Must have excellent public relations and interpersonal skills, along with time management, organizational, verbal and written communication skills
- Must recognize when matters are confidential and exhibit discretion
- Must be well-organized and able to deal with multiple priorities.
- Must have a valid unrestricted Driver's License.
- Must be prepared to complete a Vulnerable Sectors Police Record Check

Will include physical demands that require mobility, strength and stamina to perform physical work for extended periods of time; ability to operate a wide variety of cleaning tools and equipment and a motor vehicle. Activities will require work indoors and outdoors.

We thank all applicants for their interest, however, only those selected for an interview will be contacted. In accordance with the *'Municipal Freedom of Information and Protection of Privacy Act,* personal information collected will only be used for candidate selection.

Application Deadline: July 16 2021

Submit to: [gmartin@johnsontownship.ca](mailto:gmartin@johnsontownship.ca)