

Corporation of the Town of Marathon
Position Description

Position Title: Recreation Coordinator

Reports to: Works, Operations, Facilities and Parks Manager

Position Description: Responsible for the coordination and operation of municipal recreation programming including programs to enhance the quality of life for community residents; develop and facilitate special events in the recreation/community services field; as well as develop partnerships to create new recreation opportunities.

Responsibilities:

1. Plans, organizes, develops, publicizes and evaluates recreational programs and special events for participants of all ages to meet the objective of providing services and programs for “active living year round”.
2. Develops and coordinates recreation projects and initiatives that support corporate organizational goals and the Town of Marathon Corporate Strategic Plan.
3. Supervises staff associated with recreation programming activities such as Cashiers.
4. Facilitator, resource person, and liaises with other recreation and cultural organizations, community groups, and the public to assist in the identification and provision of quality recreation programs and community leisure services.
5. Attends required community/committee meetings and communicates effectively with the public, staff and volunteers.
6. Assists the Department Manager in business planning and budget development when required.
7. Facilitates partnerships between business, government, community organizations and Indigenous communities for the development of new recreation programming.
8. Manages bookings, contracts, and programming schedules associated with recreational activities including the arena, parks, golf course, and Lakeview Community Hall.
9. Works in a safe manner in accordance with the Occupational Health & Safety Act and Regulations and conducts and attends meetings regarding safety, orientation, etc. and ensures staff are regularly made aware of any unsafe practices and that such unsafe practices are documented with corrective action and the appropriate individuals are made aware of same.

10. Carry out duties adhering to the Town of Marathon's Employee Code of Conduct and RESPECT Rights and Responsibilities Charter.
11. Performs other duties as required.

Qualifications:

- Degree or diploma in Leisure Studies, Park and Recreation Management or related field
- Minimum one to two (2-3) years' experience in programming community recreation activities, aquatic programs and/or recreation facility maintenance
- Strong communication, leadership, integration and problem-solving skills; flexible, with interpersonal skills to work effectively in a diverse environment
- Strong organizational, time management, delegation, planning and leadership skills
- Knowledge of the methods, techniques and requirements for the maintenance and upkeep of recreation buildings, facilities, grounds and equipment
- Strong written and verbal communications skills, experience preparing and presenting concise reports and oral submissions
- Experience in project management, preparing and overseeing budgets and grant applications
- Knowledge of relevant legislation including the Employment Standards Act, Occupational Health & Safety Act and Regulations and Public Pools Act
- Commitment to working in a team environment, with established team building abilities; ability to instruct, direct and evaluate employees; supervisory experience (preferably in a unionized environment)
- Ability to manage and schedule work projects, with strong attention to detail
- Ability to interpret, communicate, implement and enforce organization policies and procedures
- Working knowledge of Microsoft Office Suite software (Word, Excel, Outlook)
- Valid Class "G" driver's licence and valid standard first aid certificate
- Must provide vulnerable sector check satisfactory to the Employer
- Willingness to work evenings and weekends for special events as required.

Employee's Signature: _____

Manager's Signature: _____

Date: _____, 20____ 12/24