

JOB POSTING DETAILS

Job Title	RECREATION COORDINATOR	Job Type	NA
Job ID	3128	Duration	Up to 24 hours per w
Date Posted	November 30, 2021	Location	Thessalon
		Closing Date	December 9, 2021

Job Overview - Description & Duties

Recreation Coordinator will be responsible for organizing, scheduling, instructing and/or providing recreational and/or activities. This includes ensuring a safe, clean and well organized environment for all activities.

Essential and other important responsibilities and duties may include, but are not limited to, the following:

- . Recreation Committee Secretary
- . Attend Recreation Committee monthly meeting
- . Sustainability Through Environmental Practices (STEP) Committee Secretary
- . Attend STEP monthly meeting
- . Oversee Fitness Room
- . Assist with Website, Bi-Monthly Newsletter and Promotional Material(s)
- . Update Facebook page
- . Liaison with the following:
 - Ski Club - Minor Ball - Mixed Ball - Soccer
 - Other Groups and Organizations
- . Implementing physical activities for individuals and/or various age groups
- . Recruiting volunteers
- . Assessing and providing documentation on feedback given
- . Evaluating programs and reporting results
- . Providing for risk management practices; ensuring all safety rules, regulations and procedures are followed; making sure that staff and participants are trained in safety procedures
- . Recommending the purchase of supplies and/or equipment
- . Promoting activities being offered (making and distributing posters)
- . Budget planning and monitoring
- . Event(s) planning and booking(s)
- . Managing contracts with Instructors
- . Completion of Reports to Council on an as-needed basis
- . Front desk duties (if required)
- . Other duties as assigned

Required Skills

- . Must have computer knowledge of Word and Excel for scheduling and reporting
- . Must be able to organize, multi task and manage time
- . Must be able to keep track of responsibilities and activities
- . Must be able to manage demanding or difficult people while remaining calm, polite and highly organized
- . Must be able to work weekdays, weekends, and/or evenings

Other Requirements

NA

How to Apply

In accordance with our Accessibility Policy, applicants with disabilities will be accommodated. You are encouraged to make any requests known to Human Resources in advance.

Resumes marked "Recreation Coordinator" will be received until 3:00 p.m. December 9, 2021 at the
Municipal Office
Box 220, 187 Main Street
Thessalon, ON P0R 1L0
Fax: 705-842-2572
Email: townofthess@thessalon.ca