

# Township of Southgate

## Job Description

Date of Update: <b>December 16, 2022</b>	<b>Recreation Programming Coordinator</b>
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### Section A: Position Description

**1) Position Identification**

The purpose of this section is to determine your current position within the organization.	
Name:	Supervisor's Name: Kevin Green
Job Title: Recreation Programming Coordinator	Supervisor's Job Title: Facilities Manager
Standard hours of work per week: 40 hours per week	Eligibility to Group Insurance: Yes  Eligibility to OMERS: Yes
Locations of Position: Dromore Park Proton Station Holstein Park Hopeville Park Pat Dales Memorial Park Swinton Park Community Centre Memorial Park Dundalk and District Community Centre Olde Town Hall	Department/Division: Recreation
Employment Status: Full time hourly position	Pay Band: 10

**2) Scope of Position (A maximum of three sentences.)**

Under the direction of the Recreation Manager, the Recreation Programming Coordinator is responsible for the assessment, development, promotion, implementation, supervision and evaluation of recreation and leisure programs.
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Key Responsibilities	Tasks	Percent of Time
Programming	<ul style="list-style-type: none"> <li>- Research and develop programs to better optimize facility usage</li> <li>- Plan, implement and deliver programs and staff if required</li> <li>- Supervise programs to ensure quality and safety</li> <li>- Supervision of Youth Action Committee, Children's programs, youth programs, adult programs and seniors' programs.</li> <li>- Evaluates program quality, by soliciting and analysing feedback from participants, parents, and community residents.</li> </ul>	
Operations	<ul style="list-style-type: none"> <li>- Establishes and fosters community partnerships, develops and implements revenue generation initiatives, and seeks out financial partners for programs, special events and to increase overall participation in municipal recreation and leisure activities.</li> <li>- Ensure effective day-to-day operation and function of the facilities, including related grounds, are in accordance to approved policies and procedures. Ensure activities and functioning of facilities are consistent.</li> </ul>	
Administration Support	<ul style="list-style-type: none"> <li>- Maintain safe and secure procedures.</li> <li>- Prepare and Maintain facilities for programming.</li> <li>- Maintain Auditorium facility operations and programming</li> <li>- Other duties as assigned by supervisor</li> <li>- May be asked to organize and research recreation issues assigned by Manager.</li> </ul>	

## Section B: Skills

### 1) Formal Education and External Training

Highest level required	Specific Specialty or Degree? (List)
<input checked="" type="checkbox"/> High School	
<input type="checkbox"/> Vocational School	
<input checked="" type="checkbox"/> Community College	Recreation and Leisure Course an asset
<input type="checkbox"/> University Degree	
<input type="checkbox"/> Individual Courses	
License or Professional Designation	-

Value G Class Driver's licence

Is it a requirement of your job to keep "up-to-date" by reading or taking courses/seminars?

Yes       No

Discuss:

- Required to attend training related to the Programmer's Position.
- Recreation and Programming qualifications recommended

## 2) Required On-The-Job Training

Specific Internal Training	Months to Complete
<ul style="list-style-type: none"><li>- Program Development/ implementation</li><li>- Risk Management</li><li>- Working with venerable sector</li></ul>	1 year 1 year immediately

## 3) Work Experience

Experience	Minimum Years Required
<ul style="list-style-type: none"><li>- Recreation Programming</li><li>- Public Relations</li><li>- Administrative</li></ul>	2 years 2 years 1 year

## 4) Other Key Skills:

<ul style="list-style-type: none"><li>- Computer skills.</li><li>- Good communication and interpersonal skills.</li></ul>	
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## 5) Key Relationships (Contacts)

<b>Internal Contacts</b>	<b>Frequency</b>	<b>Purpose</b>	<b>Method</b>
Co-workers (my dept.)	Continuous		
Co-workers (other dept.)	Occasionally		
Supervisor (my dept.)	N/A		
Supervisor (other dept.)	N/A		
Depart. Head (my dept.)	Frequently		
Depart. Head (other dept.)	N/A		
Staff in other municipalities	Occasionally		
Administrators	N/A		
<b>External Contacts</b>	<b>Frequency</b>	<b>Purpose</b>	<b>Method</b>
Ratepayers	Continuously		
Children/Students	Continuously		
Seniors	Occasionally		
Supplier	N/A		
General Public (Not residence)	Frequently		
Business representatives	Occasionally		
Consultants, Engineers, Planners, etc.	N/A		
Auditors	N/A		
Solicitors	N/A		
Funding Organizations	N/A		
Government Officials	N/A		
Boards and Committees	Occasionally		
Council (your own)	N/A		
Council (other municipalities)	N/A		
Media	N/A		
Ratepayers Groups	N/A		
<b>Interpersonal skills:</b>			
Extending common courtesy; handling complaints, working cooperatively; responding to basic needs or requests; resolving conflicts (major or minor); identifying needs; persuading; mediating.			

## 6) Decision Making

- Responsible for decisions concerning programming activities.
- Risk management.
- Programmed activities

## 7) Problem Solving Responsibilities

- Program user disputes.
- Identify problems and report to supervisor.

## 8) Equipment & Technology Utilized

- Computer
- Programming Registration and Reporting Software

## Section C: Responsibility

### 1) Program Delivery

- Develop and implement delivery of recreational programs.
- Promoting and Marketing Programs

### 2) Impact and Accountabilities

Work performed contributes to the safety of users and the general public.

### 3) Supervision

Direct Subordinates – Job Titles	Number of Staff
	N/A
Indirect Subordinates – Job Titles	Number of Staff
** In the absences of Facilities Manager** - Facilities Support Operator - Summer recreation staff - Program volunteers	1 1 2-3
Provides training/instruction to others – Job Titles	Number of Staff
- Program volunteers	

### 4) Material and Information Resources

Maintain accurate information, data and files that could be sensitive.

### 5) Financial Resources

- Handle monies from users.
- Has some input into spending decisions.

## Section D: Working Conditions

### 1) Physical Environment

Rate the amount of each of the following working conditions that you are exposed to on the job from a scale of 1 to 5, where 1 represents no exposure, 3 represents some exposure and 5 represents continuous/regular exposure.

<b>Condition</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Sitting		x			
Standing			x		
Noise Exposure				x	
Adverse Temperature				x	
Pushing/Pulling			x		
Lifting/Carrying			x		
Dust			x		
Odors			x		
Other (Specify) Physical Aspects Chemicals			x		

## **2) Health & Safety Hazards**

- Conflict could occur.
- Risk of Injury from program activity

### **Health and Safety Responsibilities**

- Ensure safe conditions are present to avoid harm to facility users.
- Implement and maintain program security procedures, including Emergency Action Plans and property damage prevention.
- Personal protective equipment is used and functional.
- Violence and Harassment / Vulnerable Sector

## **3) Travel**

Travels within Township. May travel outside of Township to attend training and Program support.

## **4) Driving**

- Ice machine. (occasional)
- Pickup truck.

## **5) Mental Environment**

- Frequently dealing with general public utilizing the facilities and Programming.

## Section E: Effort

### 1) Mental Effort

- Supervision of Children
- Constant awareness of changing situations.
- Program planning & administration

### 2) Physical Effort

- Physically capable of lifting, climbing.
- Participating in Program Activities

## Section F: Additional Information

The Township of Southgate is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. This document can be made available in other accessible formats as soon as practicable and upon request.

## Supervisor Comments

I have reviewed this job description with the employee and make the following comments.

**Job Position:** \_\_\_\_\_  
Signature

**Date Completed:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_  
Signature

**Date Completed:** \_\_\_\_\_

**CAO:** \_\_\_\_\_  
Signature

**Date Completed:** \_\_\_\_\_