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| **Position Title:** | Recreation Coordinator |
| **Department:** |  |
| **Employee:** |  |
| **Reports to:** | **Chief Administrative Officer** |

**POSITION SUMMARY**

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| 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 the Town’s social media and working with County/Town FCSS Department. This includes the greater community of the Town of Elk Point and the surrounding area within the County of St. Paul. Communication includes preparing press releases and reports. Also, assisting the Chief Administrative Officer with tourism and retention/attraction of businesses in the Town. |

The duties, responsibilities, and scope of this position may, from time to time, be amended, altered, or changed by the Town to meet the business, community, and/or regulatory needs of the organization.

**KEY DUTIES AND RESPONSIBILITIES**

**Programming (55%)**

* Plan, implement and evaluate programs that meet the needs of the community.
* 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. Minimum of one event, large or small, per month.
* Chair Canada Day committee; including creating agendas, keeping minutes, delegating responsibilities, depositing money, writing cheques, setting up vendors and performers, and maintaining the organization flow of the committee.
* Monitor recreation programs to ensure that programs are delivered within guidelines and prescribed budgets.
* 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:
  + Program booklets
  + Newsletters and publications
  + Website updates
  + Social media updates
* Create posters and social media friendly marketing materials for recreation department events, as well as assist other organizations in creating their marketing materials.
* Create brochures and flyers for events.
* Create new opportunities for recreation in Elk Point.
* Meet bi-weekly with Chief Administrative Officer to review recreation planning and events.
* Other duties as required by supervisor.

**Reporting (25%)**

* Responsible for engaging/assisting user groups/non-profit organizations in grant applications.
* Prepare, with the Manager of Finance and Chief Administrative Officer, the annual budget for the department.
* Research funding opportunities, prepare grant applications and further develop program partnerships for the community.
* Prepare agenda and attend and provide guidance at all recreation committee meetings.
* Take minutes of all recreation committee meetings.
* Manage communication to all staff regarding programs and special events.
* Compile information and prepare reports detailing programs, costs, numbers of participants and equipment and facility use.
* Write weekly Rec Corner article for local newspaper.
* Work with local media for advertising opportunities.

**Collaboration (15%)**

* Attend Alberta’s Lakeland Destination Marketing Organization and Chamber of Commerce meetings representing the Community related to recreation programming.
* Work 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.
* 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.
* Promote recreational activities, organizations, events and groups in Elk Point and Area.
* Support local recreational groups and organizations through assisting in promoting initiatives.
* Navigate local non-profits, recreational groups, and not-for-profit organizations in available grant funding.
* Work with FCSS and other organizations (such as ROCK or ECDC) on partnered events.
* Assist in the formation of new recreational clubs in Elk Point.

**Safety (5%)**

* Adhere to Health and Safety legislation and the Elk Point safe work policies and procedures at all times, ensuring the protection and safety of self, co-workers, the public and environment.

**REPORTING RELATIONSHIPS**

The following job titles and/or specific positions listed may, from time to time, be amended, altered, or changed by the Town to meet the business, community, and/or regulatory needs of the organization.

Position reports directly to the Chief Administrative Officer.

**EDUCATION AND EXPERIENCE**

**Education:**

* Certificate or diploma in marketing preferred.
* Equivalent experience will be considered.

**Experience:**

* 3 – 5 years’ promotional and program-planning experience.
* Experience in a fast-paced setting.

**KNOWLEDGE, SKILLS, ABILITIES**

* The following knowledge, skills and abilities are required in this position:

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| * Microsoft Windows / Office. * Excellent communication in written, oral and interpersonal skills. * Valid non-GDL Class 5 Driver’s License | * Ability to multi-task. * Ability to adhere to multiple concurrent deadlines. |

* The following are considered assets or preferences in this position:

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| * Municipal government experience. * Current and past membership on community clubs and organizations. | * Extensive marketing experience. |

**WORKING ENVIRONMENT AND PHYSICAL DEMANDS**

**Working Environment**

* Contract – 2 to 3 days per week, weekend and evening hours as required
* Flexible work hours
* Fast paced with multiple deadlines.

**Physical Demands**

* Lifting up to 15 kg.

**ACKNOWLEDGEMENT AND SIGNATURES**

| I declare that I have read the contents of this job description and understand the duties, responsibilities and criteria assigned to this position. | | | |
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| **Employee Signature:** |  | **Immediate Supervisor Signature:** |  |
| **Date:** |  | **Date:** |  |

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.