



JOB POSTING

The Township of North Glengarry is seeking an independent, enthusiastic, dynamic individual to fill a Program Coordinator position in its Community Services Department. The individual will be self-motivated, a strong team player, and will focus on offering a great customer service experience to the users of the Township's Recreation Facilities.

This is a Full-time position that entails working from 2 pm onwards from September to May and day shifts from June to August, though the successful applicant may be required to work flexible hours during the evenings and occasionally on weekends.

The Program Coordinator will perform duties in planning, developing, scheduling, coordinating, implementing, evaluating, and supervising of municipal recreation programs and the delivery of services to the public.

The Program Coordinator will research program trends, develop new recreation programs, promote and market recreation programs and events as well as assist in the day-to-day operations of municipal recreation department.

Closing date: August 30th, 2019 at 12:00 pm (Noon)

To apply please submit your resume and cover letter to:

Anne Leduc - Director of Community Services
Township of North Glengarry
90 Main Street South
Alexandria, ON K0C 1A0
Fax: 613-525-1649
Email: anne@northglengarry.ca

We appreciate the interest of all applicants, however, only those selected for an interview will be contacted.

The Township of North Glengarry is an Equal Opportunity Employer. The Township will endeavour to accommodate a candidate in all parts of the hiring process. Applicants need to make their needs known in advance.

JOB DESCRIPTION

PURPOSE OF THE POSITION:

The Program Coordinator will perform duties in planning, developing, scheduling, coordinating, implementing, evaluating, and supervising of municipal recreation programs and the delivery of services to the public.

The Program Coordinator will research program trends, develop new recreation programs, promote and market recreation programs and events as well as assist in the day-to-day operations of municipal recreation department.

These services require extensive use of computers and software knowledge. The Program Coordinator acts as a municipal resource, providing information and assistance to both internal and external customers. This position is based out of the Tim Hortons Dome.

KEY DUTIES AND RESPONSIBILITIES:

- Maintains effective and co-operative liaison with the Director of Community Services and other department staff and deals with all contacts in a courteous, friendly and efficient manner to promote a high standard of customer service and public relations at all times.
- Develops, coordinates, promotes, implements, and evaluates recreation programs for all ages and abilities to maximize the use of municipal facilities using various marketing tools to ensure the success of the programs.
- Schedules staff and supervises program instructors/monitors as needed.
- Maintains programming records and monitors program expenses.
- Manages the Department's scheduling and registration software. Coordinates staff training and is responsible for its updates.
- In collaboration with the Lead Hands and Working Foreperson, performs scheduling activities for several recreation facilities and municipal park spaces and coordinates the logistics with user groups for any additions, deletions and amendments to their contract.
- Generates facility rental contracts, ensuring that all pertinent policies and procedures are being followed, recorded and communicated to the appropriate clients and staff members and that payment is processed using the Township's registration software.
- Coordinates viewings of the various Recreation spaces with clients, responds to public inquiries about the facilities, and maintains correspondence and follow-ups.
- Responds to community and public inquiries/complaints as they relate to recreation programming.
- Participates in the production of programming flyers and other promotional material.
- Creates content, schedules postings, and maintains the web pages and social media accounts pertinent to the Recreation Programming.
- Develops, coordinates and assists with the implementation of special events or activities managed through or in partnership with the Township. This may require attending a variety of community meetings.
- Coordinates the supplies and materials for programs and events.
- Liaises with various agencies to enhance the delivery of recreational and cultural services in the Township.
- Assists the Director of Community Services, the Lead Hands and Working Foreperson on large projects pertaining to Capital Expenditures, facilities' renovations and upgrades.
- Aids the Director of Community Services in applying for funding/grant applications in order to offer special programs and events and/or offset department operating costs.
- Attends events in the municipality on behalf of the department.
- Follows all Health & Safety policies and procedures and report any non-compliance or any possible safety risks.
- Other duties as assigned, including assisting other service areas when required.

POSITION QUALIFICATIONS:

- Several years' experience in recreation preferably in a municipal or similar setting, having participated in managing budgets and balancing accounts.
- College diploma or pertinent experience in a related field such as Recreation & Leisure Studies, Recreation Leadership or Management, Health and Fitness, Business Development, etc.
- Excellent computer skills and understanding of modern information technology and experience with recreation registration software.
- Ability to work as part of a team in a fast-paced environment.
- Ability to manage time effectively in order to work on a number of projects and tasks simultaneously, prioritizing accordingly, and with minimal supervision.
- Excellent interpersonal, project/time management and problem-solving skills and is expected to use independent judgment when appropriate.
- Excellent communicator with the ability to interact effectively and courteously with all levels of staff and contacts in a Customer Service-focused environment, and build cooperative, collaborative working relationships with internal and external customers.
- Knowledge of advanced computer functions.

OTHER REQUIREMENTS:

- Valid class G driver's license & access to a personal vehicle.
- Willingness to work flexible hours as required including some evenings and weekends.
- Social media, website content management systems and graphic are considered assets.
- French and English (oral and written).
- First-Aid and CPR certification would be considered assets.
- Must provide a current Police Record Check.

The forgoing description reflects the key duties, responsibilities and qualifications for the position and shall not be construed to be all of the work requirements of the position.

ACCESSIBILITY:

The Township of North Glengarry is committed to providing quality goods and service that are accessible to all persons that we serve. Documents are available in various accessible formats upon request. Individuals' are advised to contact the Township Office and the Township will work with the individuals to provide a format that meets their needs.