



Job Title:	Recreation Coordinator (Non-Unionized Full-Time)
Last Revised:	October 2025
Department:	Community Services
Reports To:	Director of Community Services
Salary Range:	\$56,496 - \$66,448

PURPOSE OF THE POSITION:

The Recreation Coordinator will perform duties in developing, scheduling, coordinating, implementing, and evaluating municipal recreation programs and the delivery of services to the public. The position involves collaboration with community organizations with a goal to promote community engagement, health and wellness across North Glengarry.

The Recreation Coordinator will research program trends, develop new recreation programs, promote recreation programs, facilities and special events, as well as assist in the day-to-day operations of the Community Services Department.

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 tools to ensure the success of the programs.
- Coordinates ice usage for user groups of the arena and generates rental contracts.
- Maintains programming records and monitors program expenses.
- Responsible for overseeing bar operations, inclusive of purchasing and monitoring stock and supplies, scheduling bartenders, and ensuring the bar operates in alignment with the Alcohol and Gaming Commission of Ontario standards and Smart Serve protocols.
- Acts as a lead in using booking software to support scheduling and program registrations, and further coordinates staff training on its use.
- Responds to community and public inquiries/complaints as they relate to recreation programming.
- Assists in the development of promotional material.
- 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 or events.
- Coordinates the supplies, materials and equipment required for programs and events.

- Liaises with various agencies, providers and users to enhance the delivery of recreational and cultural services in the Township.
- 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:

- 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 technology. Previous experience using recreation software is considered an asset.
- 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.

OTHER REQUIREMENTS:

- Bilingualism in French and English is considered a strong asset.
- Valid class G driver's license & access to a personal vehicle.
- Willingness to work flexible hours as required, including some evenings and weekends.
- Familiarity with social media, website content management systems and graphic design are considered assets.
- First-Aid, CPR and Smart Serve 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.

The Township welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

TO APPLY:

Interested applicants are invited to submit a cover letter and resume detailing their qualifications and work experience, no later than 4:00 p.m. on November 20, 2025, to the attention of Stephanie MacRae, Director of Community Services, at csdirector@northglengarry.ca.

We thank all those applicants who apply and advise that acknowledgement will only be forwarded to those applicants who are invited for an interview. Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.