



Village of Kingston Job Description

Job Title: **Recreation Coordinator**

Approved by Commission: January 5, 2012

Amended: November 12, 2021

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.

Job Summary

The purpose of this position is to manage, operate indoor and outdoor athletic and recreation programs. This is accomplished by coordinating support staff, community groups, program and event planning, managing and marketing of programs, and interacting with other village employees and citizens. This position also assists in the planning and usage of recreation facilities and parks in the village.

Responsibilities

Recreation Programming

- Plan and implement activities at Kingston, Pine Ridge and West Kings schools
- Set up, coordinates and manages recreation programs for residents.
- Responsible for all aspects of March Break and Summer day camps.
- Plan, develop and recruit for adult and seniors programs.
- Monitor and ensure safety of the participants in programs.
- Responsible for overseeing village-related activities during summer arena usage.
- Coordinate the design and creation of necessary materials to market and promote programs and events to ensure maximum media coverage.
- Manages programs and marketing by overseeing staff/equipment, responding to public inquiries regarding athletic leagues and programs, correcting problems and unforeseen issues, and working to provide positive public relations.
- Performing other related work as required.

Community Events

- New Year's Eve Celebration (Chair of Committee).
- Plan and implement Santa Comes to Kingston event.
- Supports Kingston Steer BBQ.

Governance and Partnerships

- Develop and establish communications and maintain youth leadership opportunities.
- Works with community recreation groups.
- Prepares provincial and federal youth employment grant applications.
- Sources and completes funding and partnership opportunities.
- Develop and maintain community relationship with local businesses and volunteer organizations.
- Performs costs analysis for developing new programs; prepare accurate financial records, activity reports, and other required documentation as requested.
- Ability to develop and manage the financial budget for the Recreation Department as approved by the Commission.
- Liaise with other municipal units (Greenwood, Kings) to maximize intra-municipal agreements and contracts.
- Complete and manage municipal grant applications and final reports
- Communicate through written memos, email and meetings. Issue written and oral instructions; assign duties and examine work for exactness, neatness, and conformance to policies and procedures.
- Member of several associations - Kings County Trails Society, Active Kids Healthy Kids, Valley Recreation, Credit Union Centre, and others as needed.

Other Duties

- Assists in regular office duties – answer phones, communicate with residents, process payments, prepare reports. Performing other related work as required.
- Publish quarterly newsletter.
- Coordinate with Public Works department on parks and trails maintenance and equipment.

Minimum Required Education and Experience

Education

- High school diploma or equivalent.
- Bachelor's degree in Parks and Recreation, Physical Education or related field and two years experience in athletic and recreation programming preferred.

Experience

- Two years of customer service experience, two years of supervisory experience.

Certification of Licensure Requirements

- First Aid and CPR certification or ability to obtain within first 60 days of employment is required.
- Valid Nova Scotia driver's license with acceptable driving record is required.
- Fully vaccinated against Covid-19 as per Province of Nova Scotia

Other required Skills

- Proficiency with Office applications including Microsoft Word, Excel, and PowerPoint

Other preferred Skills

- Ability to create event posters, update LED sign, update social media

Working With Others

	People Contacted	How Often	Purpose	How
Within Organization	Commissioners	Frequent	Direction, consult and explanation	Verbal and written
	Other village staff	Daily	Advice, direction and consult	Verbal and written
Outside Organization	Taxpayers	Daily	Direction, consult and explanations	Verbal and written
	Other municipal units	Frequent	Advice, direction, coordination and consult	Verbal and written
	Recreation organizations	Occasionally	Advice, consult and coordinate	Verbal and written
	Community Groups	Occasionally	Consult and coordination	Verbal and written

Working Conditions

Indoor conditions. Occasional outdoor activities. Subject to environmental conditions. Light to medium work requiring some lifting and physical activities.

Scheduled work week: 37.5 hours per week, meetings as required
Evenings and weekends as required

Reports

Reports to: Clerk/Treasurer

Direct reports: Staff – March Break Day Camp (2)
Staff – Summer Day Camp (3 to 4)
Staff – Arena - summer (1)