



EMPLOYMENT POSITION AVAILABLE COMMUNITY RECREATION COORDINATOR

The Town of Placentia is inviting applications from interested candidates to fill the position of Community **Recreation Coordinator** for a 15 week period starting in June of 2017.

Details of the job description are outlined below. This job competition will close at 2:00 p.m. Monday, May 29, 2017.

We thank all candidates for their interest, however only those chosen for an interview will be contacted.

The Town of Placentia is an equal opportunity employer.

COMMUNITY RECREATION COORDINATOR

Reports to:	Manager of Recreation and Community Programming
Department:	Recreation
Remuneration:	As per Council salary scale

This position is responsible for assisting in the development, documentation and implementation of the Town of Placentia's programs and policies and for the upkeep and maintenance of parks and green spaces under the supervision of the Manager of Recreation and Community Programming.

Requirements:

- A post-secondary education in recreational management, specializing in program development and deployment.
- Experience in the areas of event and program planning, promotion and community recreation services and volunteer management in recreation or an appropriate combination of training and experience.
- Possession of Sports Coaching Certification or Life Guard Certification would be a definite asset.
- Ability to work well with children aged 4 – 17 years old.
- Possession of Standard First Aid/CPR Certificate, Class V Driver's License, Certificate of Conduct and a Vulnerable Sector Check.

Duties & Responsibilities:

- a) Assist in the planning, implementation and evaluation of a summer recreation program for youth aged 4-17 years.
- b) Assist with training, supervision, scheduling and evaluations for student staff.
- c) Oversee the program registration and collection of fees.
- d) Assist with development and implementation of a contemporary youth recreation program.

- e) Supervise and document daily activities, safety records, incident reports, etc. with regard to the recreation and the maintenance program.
- f) Maintain an updated inventory of all recreation equipment with accountability for same.
- g) Conduct regular inspection and assist with maintenance of municipal parks and playgrounds equipment to ensure a safe, clean environment for users.
- h) Collaborate, organize and work with existing community activists and organizations.
- i) Assist in the organization, development and delivery of municipally driven events and celebrations.
- j) Assist with the provision of technical and professional advice on recreation, sports and fitness and wellness programs for all age groups.
- k) Be proactive in encouraging community involvement in activities and events.
- l) Efficiently and effectively assist with the preparation of work schedules to cover after hours and weekend events.
- m) Possess strong interpersonal skills.
- n) Be willing to perform all other duties assigned by the Manager of Recreation and Community Programming.