

Recreation Coordinator – Active Living
CONTRACT - UP TO 12 MONTHS
POSTING No. 201726

Come join our team! We are looking for a candidate that shares our corporate values of Honesty, Excellence, Team, Fun, Creativity and Respect. These values are second nature for the successful candidate and are demonstrated in their work and interactions with colleagues and the community. You are a strong leader who fosters interpersonal relationships while still infusing fun into your daily routines. You enjoy working closely with the community to enhance programs and opportunities for participation.

This position reports to the Recreation Supervisor of Community Programs and is responsible for the development, coordination, supervision, safety, and administration of a comprehensive, year round offering of community recreation programs. This position will liaise with other service providers locally, regionally and provincially to maximize community opportunities, benefits and planning of programs and services.

Accountabilities:

- In coordination with the Recreation Supervisor and Recreation Services staff - provide a wide range of recreational and Active Living Programs and initiatives including but not limited to fitness, physical literacy, active lifestyles and disease prevention/recovery etc.
- Manage the recruitment, screening, supervision, evaluation and recognition of a large work unit including program staff and volunteers; lead ongoing training for compliance with legislative, corporate and industry standards
- Maintain confidential participant information regarding special needs, health conditions, financial circumstances etc. as well as manage individualized supports
- Develop and implement policies, procedures, communications, performance measures, best practices and quality assurance for programs including HIGH FIVE[®], Canfitpro/NFLA and other authorities/legislation having jurisdiction
- Research community needs, demographics, trends and best practices for recreation programs to ensure they are appropriate and targeted effectively.
- Leadership to the implementation of the Active Living Strategy workplan with a focus on partnership development, innovative programming, and generating awareness and excitement of the ActiveEasy initiative

You possess:

- Completed post-secondary studies in Recreation or related fields, or equivalent
- Over 3 years of experience overseeing recreation programs in a municipal setting
- Current Standard First Aid and CPR "C", Canfitpro/NFLA and HIGH FIVE[®] qualifications
- Valid Ontario Driver's Licence (Class G) with access to personal vehicle for Town business
- Knowledge of active living and physical activity trends, and the inactivity crisis.
- Proven leadership skills; superior verbal/written skills, communication, public relations, problem solving and inter-personal skills
- Experience working with community groups, elected officials, the media and the general public

- Proficient in Microsoft Office Suite (Word, Excel, Outlook and PowerPoint) as well as program registration software

Compensation:

The hourly range for this contract position (35 hours per week) is \$36.72 - \$43.71 per hour (based on \$66,827- \$79,556 per annum). This position involves working an irregular work week and the incumbent must be available to work evenings and weekends to monitor programs and service and attend off-site meetings or community events.

Qualified candidates may submit a detailed cover letter and resume in confidence to the Town by 4:30 p.m., May 23, 2017. Please quote Posting No. 201726 on your cover letter. Please apply using only **one** method of application below.

Mail:

Attn: Human Resources
Town of Halton Hills
1 Halton Hills Drive
Halton Hills, ON L7G 5G2
Posting No. 201726

Email: humanresources@haltonhills.ca (preferred)

We thank all those who apply, but advise that only those applicants selected for an interview will be contacted. The Town of Halton Hills is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If contacted for an interview, please advise the Human Resources staff of any measures you feel you need to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

Personal information is collected under the authority of the Municipal Act, 2001 (S.O. 2001, c.25) and will be used to select a candidate. Questions about this collection should be directed to the Manager of Human Resources.

