

# **RRRC Recreation Director Duties and Job Description**

The Recreation Coordinator is responsible for management of all recreation facilities in order to provide clean and safe opportunities for sport and recreation and promote a healthy lifestyle for all community residents.

## **SCOPE**

The Recreation Coordinator reports to the RRR Board Chairperson. She will manage all recreation facilities and assist with sport, recreation and leisure programs in the community. The Recreation Coordinator will monitor the care and maintenance of any equipment and facilities in the community.

Failure to provide adequate services will result in unsafe recreation facilities or a lack of sport and recreation programs in the community. This will have an impact on the quality of life for all residents and will affect the health and wellness of community members, and youth and elders in particular.

## **RESPONSIBILITIES**

1. Ensure recreation facilities are maintained in order to ensure a safe, clean and appropriate environment for recreation activities.

### **Main Activities:**

- Ensure that recreation facilities are operated and maintained effectively and safely.
- Prepare facility schedules.
- Develop preventative maintenance programs.
- Supervise janitorial services.
- Ensure facility policy and regulations are adhered to.
- Book all sport rental and community events.
- Manage contracts associated with the recreation program.
- Monitor the use of recreation equipment and facilities.
- Reply to messages and emails in a timely manner.
- Manage Facebook page.
- Maintain cleanliness of the facility.

2. Assist with planning and developing sport and recreation programs in order to ensure that activities and events are made available for all community members/

### **Main Activities**

- Assess the recreation requirements of the community (survey).

- Communicate with community members to determine their needs and interests.
  - Research sport and recreation programs, funding sources and project requirements.
  - Build and maintain partnerships with other community groups.
  - Access funding and prepare funding proposals.
  - Ensure a variety of sport, recreation and cultural programs are planned.
  - Ensure recreation information is available.
  - Develop recreation and cultural summer camps.
  - Evaluate and identify areas where new programs are needed.
3. Implement recreation programs to ensure that residents have access to sport, recreation and leisure activities.

#### Main Activities

- Schedule activities, facilities and volunteers as required.
  - Supervise and lead activities, particularly for youth and elders.
  - Recruit, train and oversee volunteers.
4. Administer recreation programs to ensure that programs are delivered within guidelines and budgets.

#### Main Activities

- Prepare a recreation plan.
  - Prepare the recreation program budget.
  - Prepare financial and program reports.
  - Be familiar with legislation, policies, procedures and rules about sport, recreation and cultural activities, events and competitions.
  - Distribute information about regional and territorial participation and programs.
  - Record information on and prepare reports concerning community programs, costs, numbers of participants and equipment and facility use.
  - Provide monthly and yearly reports about recreation programs and opportunities.
  - Ensure that all programs and activities are implemented according to relevant legislation, policies and procedures.
5. Promote recreation and sport programs in order to ensure that residents are aware of available opportunities and activities.

#### Main Activities

- Coordinate an active community relations campaign to promote recreational and cultural programs.
- Arrange for advertising of programs.

- Maintain constant community liaison including contacts with local, regional and territorial sport and recreation organizations.
6. Perform other related duties as required.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge**

The incumbent must have proficient knowledge in the following areas:

- management and operation of equipment and facilities
- program administration and management
- program evaluation
- coaching theory and practice
- events coordination and planning
- cultural activities and traditional sports
- knowledge of emergency procedures, First Aid and CPR

### **Skills**

The incumbent must demonstrate the following skills:

- team and management skills
- financial management skills
- supervisor skills
- effective communication skills both verbal and written
- computer skills including the ability to operate spreadsheets and word processing programs at manageable level
- effective written communications skills including the ability to prepare reports
- effective public relations skills
- time management skills

### **Personal Attributes**

The incumbent must also demonstrate the following personal attributes:

- maintain standards of conduct
- be respectful
- possess cultural awareness and sensitivity
- be flexible
- demonstrate a dedication to the position and the community
- demonstrate sound work ethics
- be consistent and fair

## **WORKING CONDITIONS**

## **Physical Demands**

The Recreation Coordinator is expected to supervise, oversee and monitor recreational, leisure and sporting events in all weather conditions. She will be expected to lift, carry and manage equipment and supplies and participate in and train others in the rules of sport. She may have to work odd or long hours at a time to complete special requests or projects or to participate in or coordinate evening and off-hour activities. The Recreation Coordinator may be participating in and leading strenuous physical activities, both indoors and out.

## **Environmental Conditions**

The Recreation Coordinator may work in a number of facilities and outdoor locations and may have to manage a number of people and projects at one time. They may be interrupted frequently to meet the needs and requests of residents. The Recreation Coordinator may find the environments to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks. The Recreation Coordinator must be prepared to deal with injuries and accidents as a result of recreational and sport events.

## **Sensory Demands**

Sensory demands can include reading and use of the computer, which may cause eye strain and occasional headaches.

## **Mental Demands**

Sport and recreation are very important to the residents. The Recreation Coordinator will have to manage a number of requests and projects at one time. She must be aware of all recreation programs in the community. She may have to complete a number of tasks and responsibilities at one time, and must be prepared to deal with emergencies and stressful situations at any time.

## **CERTIFICATION**

Employee Signature .....

Printed .....

Name .....

Date .....

I certify that I have read and understand the responsibilities assigned to this position.

Supervisor's Title ...Chairman of RRRC Board

Name .....

Supervisor's Signature .....

Date.....

I certify that this job description is an accurate description of the responsibilities assigned to the position.

Senior Administrative Officer .....

Signature.....

Date .....

I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all.