

Position Description

Position: Recreation and Community Engagement Coordinator (RCEC)

Reports to: Chief Administrative Officer

Department: Parks, Recreation, and Culture

Date Developed/Revised: February 14, 2023

Wage Range: \$25 -\$28 hour approximate 80 hours a month

Purpose

The RCEC strategically contributes to the physical, social, and wellbeing of the residents of Grand Coulee by providing the community with safe and well managed sports, leisure and recreation opportunities for all age groups. Along with providing opportunities and engaging with the residents, the RCEC will work to promote the community facilities, through social media and our website.

Function

- RCEC shall be responsible to encourage, develop and administer recreation and community development programs for all ages and abilities. Advise on recreation, culture and facilities, and on community development needs.
- Recruit, Supervise and retain volunteers
- In conjunction with the CAO the RCEC will help provide direction on the needs for operation and budgeting for Parks Recreation and Culture
- Will development and maintain social media and website presents to insure communication to community residents and public at large for promotion and information
- RCEC will work with other groups and committees for applying for funding through grants and sponsorship and potential fundraising campaigns.
- RCEC will work as a liaison between Council PRAC board and the public.

Qualifications:

- Valid Driver's License with ability to travel independently within and outside the community.
- Graduate of recognized recreation diploma or degree program or Equivalent, previous experience is n asset
- First Aid/CPR – current or willing to complete
- Prepared to work irregular hours and some weekends to attend meetings, conferences, and events.

Associated Committees and Community Groups

Continuously changing with the needs of the community.

Internal

- PRAC Board
- Beautification Committee

External

- Outside stakeholder
- Surrounding RM's and towns

General Skills

- Meet with and working effectively with sport, culture, heritage, recreational, volunteers and other organizations, as well as the public.
- Possess the ability to lead and supervise volunteers and others
- Possess the ability to prepare and present written and oral reports.
- Innovative and able to plan, organize and coordinate projects.
- Posses the ability to work effectively with other Town departments and boards.
- Possess the ability to work with minimum supervision.
- Ability to utilize computers for basic functions, including work processing, spreadsheets and specialized programs related to recreation services.
- Social media & website knowledge

Administration and Management

- Provide monthly written reports to the Chief Administrative Officer and attend Council meetings as requested.
- Prepare and the annual operating and capital budgets for the parks and recreation department
- Prepare long term plans and forecasting of capital expenditures.
- Assist with administration of the town's website and social media accounts.
- Research, apply for, and follow-up with applicable grants
- Play an active role in policy development and implementation.
- Provide expertise and policy interpretation of civic policies, bylaws and provincial legislation related to the delivery of recreation programs and services, with safety as a paramount concern.
- Prepare information for invoicing of all bookings and events
- Research and implement cost-saving procedures, including saving on energy costs.
- Ensure recreation facilities to the maximum degree without limiting public access.
- Provide recreation input to the towns strategic plan.

Public Relations

- Effectively communicate to the public any local or provincial cultural, heritage, sport, recreation, or community development programs being provided within the community.
- Communicate the benefits of recreation and its importance to co-workers, employers, citizens, community groups and other agencies.
- Attend and serve on Special Event Committees that assist in forming positive public relations with the community's citizens and organizations.
- Organize and host annual community focused meeting to allow for open feedback and communication with community members/user groups and the Town.
- Ensure all Town sponsored programs and events are published and promoted through the local newspaper, posters, media, social media, town website and other forms of communication.
- Establish a cooperative relationship with local schools and maintain a joint use agreement between school and community activities.

Facility Management

- Responsible for all facility user bookings

- Assess the municipal recreation facilities in view of the community's demographics, and make recommendations as to the need for maintenance, renovation, expansion, addition, or deletion of such facilities.

Leadership and Community Development

- Advise community groups, at their request, with the development and/or implementation of their programs.
- Liaison between community groups and regional, provincial, and national organizations.
- Facilitate the process of public participation for park, recreation, and facility development.
- Recruit and retain volunteers to maintain programs and enhance community development.
- Develop long- and short-term plans based on community needs.
- Develop increased opportunities for physical activity for residents.
- Assist community groups with developmental programs as required.

Communication Skills

- Prepare effective reports that measure the success of plans, programs, and policies.
- Coordinate the preparation of relevant, reliable, and required reports as specified by council.
- Communicate with the public clearly and consistently.

Professional Development and Partnerships

- Liaison and involvement with regional, provincial, and federal recreation, sports, and cultural organizations.
- Maintain and share data with other recreation professionals.
- Encourage leadership development opportunities and make recommendations as to training courses for staff and volunteers.
- Be involved with tourism and economic development to coordinate and promote events which have a positive effect on the community well-being and growth.
- Attend Saskatchewan Parks and Recreation (SPRA) hosted conferences.

Other

- Ensure close working relationship with Chief Administrative Officer and Public Works Foreman.
- Carry out additional duties, exercises and responsibilities as may be requested by the Chief Administrative Officer, or as determined necessary.