

TAY VALLEY TOWNSHIP

POSITION DESCRIPTION

POSITION DATA

Position Title: Sports & Recreation Coordinator

Reports To: Community Services Coordinator

Indirectly Reports To: Chief Administrative Officer/Clerk

Revised: April 2023

POSITION SUMMARY

The Sports & Recreation Coordinator will develop, coordinate, facilitate, and promote current and new sports & recreation activities that are accessible, effective, and pandemic resilient, and that will serve the physical and emotional wellness needs of Tay Valley Township residents and visitors in ways that increase physical activity and strengthen community connections.

CORE COMPETENCIES

Teamwork, Integrity, Results Orientation, Customer Focus.

SIGNATURES

I have read and had an opportunity to comment on this position description.

Incumbent

Date

This position description reflects the key duties, responsibilities and requirements of the position.

Community Services Coordinator

Date

Chief Administrative Officer/Clerk

Date

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Position Description: Sports & Recreation Coordinator – Contract Part-time

The following description reflects the general duties necessary to describe the principal functions of the position and shall not be construed to be all the work requirements inherent in this position.

DIRECTLY RESPONSIBLE TO: Community Services Coordinator

INDIRECTLY RESPONSIBLE TO: Chief Administrative Officer/Clerk

KEY ACTIVITIES

1. Helps to evaluate the effectiveness of current sports & recreation programming available within the Township (e.g. choir, karate, soccer, hockey).
2. Researches, develops, coordinates, facilitates and promotes new and enhanced sports & recreation programming to meet needs identified within the community, and to increase the options available to residents and visitors for physical activity and social interaction.
3. Specifically, delivers a minimum of 48 new sports & recreation activities every year over a two (2) year period across a wide variety of programming options (e.g., nature hikes, cycling tours, canoe/kayak outings, tennis lessons, orienteering, Tai Chi, Quigong, forest bathing, cross country skiing, snowshoeing, winter hikes) throughout Tay Valley Township.
4. Develops new strategies and opportunities to provide a higher variety, higher quality, accessible and enduring sports and recreation programming for years to come.
5. Ensures that accessibility requirements are met during activity planning and delivery.
6. Ensures that new sports & recreation activities encourage the participation of a diverse and inclusive population, and that activity planning is achieved in collaboration with community partners who represent diverse experiences, needs, abilities and ages. The Township's sports & recreation programs are reflective and inclusive of the community's shifting needs.
7. Helps prepare sports & recreation activity marketing materials such as website content, targeted articles, news releases, and social media campaigns.
8. Helps prepare sports & recreation activity promotional materials for traditional, electronic and social media.
9. Coordinates supplier contracts required for the delivery of sports & recreation activities.
10. Maintains electronic and hard copy office records for sports & recreation activities in accordance with the Township's records management system.

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11. Liaises with residents and visitors about sports & recreation activity related inquiries.
12. Liaises with sports & recreation activity representatives in other municipalities.
13. Liaises with local businesses and organizations to explore opportunities for in-kind and financial donations in support of sports & recreation activities.
14. Coordinates volunteer recruitment, program schedules, and the recognition and acknowledgement of volunteer efforts.
15. Evaluates the effectiveness of sports & recreation activities to identify areas for improvement and to further enhance activity quality and offerings over time.
16. Prepares and submits post-program reports.
17. Assists with the preparation of sports & recreation activity presentations and reports to Council and various organizations, as requested.
18. Assists with events as requested.
19. Performs such other duties as assigned by the Community Services Coordinator or Chief Administrative Officer/Clerk that are associated with the primary responsibilities of the position.

FACTOR DESCRIPTION

1. Knowledge

- Ability to deal with various agencies, the public and internal staff in a pleasant, positive, professional manner
- Exceptional communication skills
- Excellent administrative skills
- Strong time management and organizational skills
- Ability to take initiative
- Punctual and reliable
- Team oriented

2. Experience

- Post-secondary school courses in sports and/or recreational programming or a related field of study
- Two (2) years of sports and/or recreational programming experience, ideally with participants from across the life cycle, from children, through to youth, working adults and seniors
- Experience working with volunteers

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- Experience in the promotion of sports and/or sports & recreation activities
- Experience in monitoring, evaluating, and reporting program results
- Excellent computer skills, proficiency using Outlook, Word, Excel, PowerPoint
- Capable of carrying out duties with minimal supervision
- Experience dealing with the public, outside agencies, and suppliers

3. Complexity/Problem Solving

Determines work priorities.

4. Mental Effort

Mental effort is required for the entire day to remember priorities and to work collaboratively, positively and professionally to support sports & recreation activity participants, contractors, volunteers, and callers.

5. Physical Effort

May be required to stand or walk for extended periods of time while delivering, participating in, or monitoring a wide variety of sports & recreation activities.

May be required to sit for extended periods of time while using the computer and to meet deadlines.

May be required to lift sports & recreation equipment weighing 20 kilograms.

6. Impact of Decisions

The effectiveness with which key sports & recreation activities are planned, delivered, evaluated, reported and improved upon over time will affect the registration, ongoing attendance and overall popularity of and support for both existing and new sports & recreation activities, as well as the Township's success in strengthening community connections, resilience and well-being.

7. Financial Authority

N/A

8. Supervision

N/A

9. Policies and Procedures

Required to work independently under established policies and procedures.
Follows the policies and procedures of the Township.

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10. Contacts – Interpersonal Skills

Internal Contacts: Community Services Coordinator
Corporate Administrative Assistant
Chief Administrative Officer/Clerk
All Township Staff

External Contacts: Township Residents and Visitors
Sports & Recreation Activity Volunteers
Suppliers and Contractors
Other Municipal Employees
Other Public Agencies

Provides information to the public; uses tact to address their inquiries and concerns. Must present a pleasant, positive and professional image regardless of their demeanor or work stress. Communication skills are required to define the nature of resident, visitor, volunteer, contractor or supplier inquiries or concerns so that they are addressed promptly and appropriately.

11. Work Environment

The duties of the position are performed both outdoors and in all weather in park and recreational locations, as well as indoors in recreational facilities, community halls, and an office environment, and at various event venues.

Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately and attending all relevant in-services regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act.

12. Working Conditions and Pressure

Must be willing to work flexible, part-time hours, often outside of normal weekday, school or work hours, which could include evenings and weekends. The Township intentionally provides sports & recreation activities during hours that accommodate diverse schedules.

Must have a valid driver's license and own vehicle. Recreational program venues are located throughout the Township and Lanark County, including parks, outdoor recreational areas, and community halls. Locations are selected to be the most accessible possible for residents and visitors, given the limited transportation options in this rural region.

Township Municipal Office – Office Area.

Dated – April 13, 2023