



**JOB POSTING**  
**SPORTS & RECREATION COORDINATOR**  
(Part-Time, 2 Year Grant Funded Contract)

Situated in the heart of Eastern Ontario's cottage country, Tay Valley Township is a community of picturesque hamlets and historic homesteads with an abundance of shoreline on thirty-two lakes. Located within a one-hour driving distance of both Ottawa and Kingston, it affords an opportunity to combine urban and rural lifestyles.

Reporting to the Community Services Coordinator, 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.

The Township is seeking a motivated and results-oriented individual to join our team. The ideal candidate will have attained post-secondary education related to sports and/or recreational programming or a related field of study, or an equivalent combination of education, training, and experience, as well as two (2) years progressively related experience in sports and/or recreation programming, preferably with participants from across the life cycle, from children, through to youth, working adults and seniors, experience working with volunteers and in monitoring, evaluating and reporting program results. Excellent communication skills, strong time management and organizational skills are essential, as well as excellent computer skills, including proficiency in Outlook, Word, Excel and PowerPoint.

The full position mandate is available on the Township website under [Career Opportunities](#). The hourly rate is \$25.92 to \$28.80 (2023 rates) for up to 36 hours per month.

Please submit a cover letter and resume no later than **12:00 p.m. on Thursday, May 4<sup>th</sup>, 2023** in confidence to:

Tay Valley Township  
Amanda Mabo, Chief Administrative Officer/Clerk  
217 Harper Road, Perth, ON K7H 3C6  
or e-mail: [cao@tayvalleytp.ca](mailto:cao@tayvalleytp.ca)

*Tay Valley Township is an equal opportunity employer, committed to ensuring all candidates are able to participate in the interview process fully and equally. If contacted for employment, please let us know if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process.*

*We thank all applicants for their interest and only those selected for an interview will be contacted.*

*Personal information collected from applications is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, and will be used to determine qualifications for employment. Questions about the collection of information should be directed to the Clerk at the address indicated above.*