

# TAY VALLEY TOWNSHIP

## POSITION DESCRIPTION

### POSITION DATA

**Position Title:** Sports & Recreation Coordinator

**Reports To:** Community Services Coordinator

**Indirectly Reports To:** Chief Administrative Officer/Clerk

**Department:** CAO/Clerk's

**Effective Date:** July 1, 2025

**Revised Date:** N/A

### POSITION SUMMARY AND PURPOSE

Reporting to the Community Services Coordinator, the Sports & Recreation Coordinator assists with developing, coordinating, facilitating, and promoting recreation activities and programs that are accessible, age-friendly, effective 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 LEADERSHIP AND MANAGEMENT COMPETENCIES

N/A

### SIGNATURES

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

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**Incumbent**

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**Date**

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

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**Community Services Coordinator**

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**Date**

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**Chief Administrative Officer/Clerk**

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**Date**

## **TAY VALLEY TOWNSHIP**

### **Position Description: CAO/Clerk's – Sports & Recreation Coordinator – 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 of the work requirements inherent in this position.

## **KEY RESPONSIBILITIES**

<b>Description</b>	<b>Approximate Time Spent (%)</b>
1. Receives and assists residents and visitors with recreation activity and program related inquiries.	5%
2. Assists the Community Services Coordinator with the coordination and promotion of recreation activities and programs for seniors, within the Township, including associated tasks such as: <ul style="list-style-type: none"><li>• researching, developing, facilitating and promoting programs and activities;</li><li>• ensuring that accessibility requirements are met during program and activity planning and delivery;</li><li>• ensuring that there is a variety of programs and activities, both indoor and outdoor throughout the year;</li><li>• collaborating with community partners who represent diverse experiences, needs, abilities and ages;</li><li>• ensuring that there is inter-generational programming;</li><li>• evaluating the effectiveness of programs and activities to identify areas for improvement and to further enhance program and activity quality and offerings over time;</li><li>• coordinating instructor and supplier contracts;</li><li>• preparing and distributing program and activity promotional and advertising material for traditional, electronic and social media;</li><li>• preparing and submitting post-program reports.</li></ul> 3. Ensures sustainability by 'templating' activity modules (ex. through the use of standard operating procedures (SOPs), forms, and documentation as approved for staff and volunteers).	50%
4. Sets-up, attends, assists with and dismantles recreation activity and program events as required.	25%
5. Coordinates the bookings and reservations of Township community halls and other locations for recreation programs and activities.	5%

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6. Helps to monitor and evaluate the effectiveness of current recreation activities and programs available within the Township.	2%
7. Assists in the research of, and application of grants and other related funding. 8. Assists with meeting grant and other related funding requirements.	10%
9. Assists in the preparation of recreation activity and program presentations to Council, Committee, or other Boards or Working Groups as required.	1%
10. Maintains electronic and hard copy office records in accordance with the Township's records management system.	1%
11. Performs such other duties as assigned.	1%

## **FACTOR DESCRIPTION**

### **1. Minimum Qualifications**

#### **1.1 Education**

- Post-secondary school courses in business, event planning, recreation or marketing
- Driver's license

#### **1.2 Experience**

- One (1) to Two (2) years' experience in event planning, recreation or marketing
- Dealing with the public

#### **1.3 Knowledge/Skill/Ability**

- Capable of carrying out duties with minimal supervision
- Excellent communication skills
- Excellent computer skills, proficiency using Outlook, Word, Excel, PowerPoint and Adobe
- Punctual and reliable
- Strong time management and organizational skills
- Team oriented
- Ability to deal with various agencies, the public and internal staff in a pleasant, positive, professional manner

### **2. Preferred Qualifications**

#### **2.1 Education**

- Post-secondary school diploma related to business, event planning, recreation, or marketing
- Customer service training
- Municipal training
- Municipal designation

#### **2.2 Experience**

- Additional two (2) years' experience in event planning, recreation, or marketing
- Dealing with suppliers and outside agencies
- Working with volunteers

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#### **2.3 Knowledge/Skill/Ability**

- A working knowledge of the Accessibility for Ontarians with Disabilities Act
- Other municipal training
- Strong focus on customer relations and customer satisfaction
- Promotion and marketing skills
- Ability to take initiative
- Ability to work independently

Knowledge may be learned through on-the-job training and post-secondary school courses.

#### **3. Decision Making and Independence**

##### Complexity/Problem Solving

Determines work priorities. Decides on how to respond to complaints and when to refer complaints to the appropriate staff member or management official.

##### Supervision, Training, Management and Advisory Responsibilities

N/A

##### Supervision Received – Independence of Actions

Ability to work as part of the CAO/Clerk's Department team to achieve broad department goals under the direction of the Chief Administrative Officer/Clerk.

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

Follows the policies and procedures of the Township.

##### Impact of Decisions

Failure to provide recreation activities and programs in an efficient and effective manner will result in disruptions in the provision of services.

Errors in dealing with the public may cause an escalation of the individual's complaint.

##### Confidentiality

Regularly works with confidential information concerning Township operations and the public where disclosure may result in legal action, loss of integrity and negative impact(s) on the image of the Township.

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#### 4. Contacts

The work requires a continuous outreach and engagement with a variety of stakeholders.

#### Frequency Legend

<b>Constant</b>	every day most of the day
<b>Frequent</b>	daily
<b>Regular</b>	weekly
<b>Occasional</b>	bi-weekly to monthly

<b>Contact</b>	<b>Frequency</b>	<b>Nature of Interaction</b>
Chief Administrative Officer/Clerk	Regular	Internal – receive direction, advice, seek clarification and provide information.
Department Heads (Planner, Public Works Manager, Treasurer)	Occasional	Internal – collaborate, provide clarification and information.
Community Services Coordinator	Constant	Internal – receive direction, advice, seek clarification and provide information.
Corporate Administrative Assistant	Frequent	Internal – collaborate, provide information and clarification.
Municipal Staff	Occasional	Internal – collaborate, provide clarification and information.
Volunteers and Instructors	Regular	External – coordinating contracts.
General Public	Regular	External – enquiries regarding programs and activities
Suppliers and Contractors	Regular	External – ordering supplies, coordinating contracts.
Public Agencies	Occasional	External – collaborate, reporting, seeking advice.

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 find out the nature of inquiries and concerns so that they are addressed appropriately.

#### 5. Work Conditions

Township Municipal Office – office area, community halls, outdoor locations and venues.

Regularly must meet changing deadlines and requirements. Occasionally deals with concerned citizens and those that may not agree with the policies, procedures, or decisions of the Township.

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### Position Description: CAO/Clerk's – Sports & Recreation Coordinator – Part Time

#### 5.1 Hours of Work

Normal Working Hours: 22.5 hours per week.

Evenings/Weekends: Attendance at recreation activities and programs is sometimes required in the evening and on weekends and will not be considered overtime.

On-Call: N/A

Overtime: Occasional overtime may be required and is considered to be when greater than 7.5 hours are worked consecutively.

#### 5.2 Work Environment

The duties of the position are performed primarily in an office environment. Regular trips to a community hall or store for supplies occurs.

Protects own health and the health and safety 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.

#### Frequency Legend

<b>Constant</b>	every day most of the day
<b>Frequent</b>	daily
<b>Regular</b>	weekly
<b>Occasional</b>	bi-weekly to monthly

	<b>Constant</b>	<b>Frequent</b>	<b>Regular</b>	<b>Occasional</b>	<b>Percentage</b>
<b>Indoors</b>	95%				95%
<b>Outdoors</b>				5%	5%
					<b>= 100%</b>

	<b>Constant</b>	<b>Frequent</b>	<b>Regular</b>	<b>Occasional</b>	<b>Percentage</b>
<b>Attend internal/external meetings</b>			25%		25%
<b>Time spent travelling</b>				20%	20%
<b>Frequency of interruptions</b>			25%		25%
<b>Frequency of changing</b>				25%	25%

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<b>deadline and priorities</b>					
<b>Interaction with irate/aggressive clients/customers</b>				5%	5%
					<b>= 100%</b>

**5.3 Hazards**

Occasionally may be exposed to weather extremes or safety hazards when working and traveling within and outside the Township.

May experience related noise, fumes, dust or dirt from the Public Works garage and sand dome located adjacent to the Municipal Office.

May come into contact with cleaning supplies and standard office chemicals, printer toner, etc.

**Frequency Legend**

<b>Constant</b>	every day most of the day
<b>Frequent</b>	daily
<b>Regular</b>	weekly
<b>Occasional</b>	bi-weekly to monthly

	<b>Constant</b>	<b>Frequent</b>	<b>Regular</b>	<b>Occasional</b>
<b>Noise</b>				X
<b>Fumes</b>				X
<b>Dirt, Dust</b>				X
<b>Hazardous Chemicals</b>				X
<b>Disagreeable Weather Conditions</b>				X

**5.4 Physical Requirements**

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

Attends meetings and events requiring prolonged sitting or standing, and in some circumstances the set up and take down of materials.

**Frequency Legend**

<b>Constant</b>	every day most of the day
<b>Frequent</b>	daily
<b>Regular</b>	weekly
<b>Occasional</b>	bi-weekly to monthly



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	Constant	Frequent	Regular	Occasional
<b>Operating and/or Maintaining Vehicles - Standing</b>				
<b>Operating and/or Maintaining Vehicles - Sitting</b>				
<b>Operating and/or Maintaining Vehicles - Walking</b>				
<b>Operating and/or Maintaining Vehicles - Climbing</b>				
<b>Requirement to Lift Objects (20 kg)</b>			X	
<b>Pushing and/or Pulling Objects to Complete Tasks</b>				
<b>Personal Protective Equipment (PPE) Worn on a Regular Basis</b>				
<b>Types of Tools Used</b> (computer (desktop/laptop), telephone, photocopier/scanner/fax, laminator, shredder, postage machine)	X			

### 5.5 Mental Requirements

Operates personal computer which may require visual attention to detail. Must Regularly meet deadlines and requirements.

#### Frequency Legend

<b>Constant</b>	every day most of the day
<b>Frequent</b>	daily
<b>Regular</b>	weekly
<b>Occasional</b>	bi-weekly to monthly

	Constant	Frequent	Regular	Occasional
<b>Requires Awareness of Surroundings</b> (working with personal and confidential information)		X		
<b>Visual Effort Required on a Concentrated Basis</b> (reading, researching, reporting, operating a computer)	X			
<b>Requirement to Listen Attentively</b>		X		

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(understanding, responding appropriately, problem solving, negotiating, retaining information for later)				
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**ORGANIZATIONAL CHART**

Chief Administrative Officer/Clerk

Deputy Clerk

Executive Assistant/Alternate CEMC

Community Services Coordinator

Corporate Administrative Assistant

**SPORTS & RECREATION COORDINATOR**