

Posting date: January 18, 2023

Job Title: Recreation Co-ordinator

Number of Vacancies: Two – (One (1) Permanent Position and One (1) Limited Position)

Posting number: EX23-062

Status: Two – (One (1) Permanent Position and One (1) Limited Position)

Estimated Probable Duration for Limited Position: Seven (7) Months (May be Extended)

Hours of Work: 70 hours bi-weekly

Shift Work Required: Work evenings and weekends as required

Range of Pay: \$3,299.80 to \$3,884.30 bi-weekly

Start date: To follow selection process

Initial Reporting Location: Tom Davies Square

Eligible to Work from Home: Yes (part time)

Section: Recreation Services

Division: Leisure Services

Department: Community Development

Main Function: The position is responsible to the Manager of Recreation Services for the complete management, direction and operation of designated playgrounds, community special events, pools, ski hills and recreation facilities within CGS, in support of quality customer service outcomes and the Business Plan for the Section.

Duties: Under the general direction of the Manager of Recreation Services.

1. Monitor citizen demand for designated leisure, community and volunteer services; recommend action and innovate to achieve quality customer outcomes in response to performance measurement targets and customer feedback.
2. Market and promote designated leisure program opportunities.
3. Plan, organize and evaluate programs and services and co-ordinate resources to provide effective programs (e.g. summer and waterfront programs, aquatic and ski hill programs, fitness, community centres, special events, etc.).
4. Develop leisure facilities maintenance program requirements for the Parks Services Section regarding sports fields, parks, playgrounds, pools, ski hills, and any other leisure facility for the Section.
5. Identify major capital building/facility needs and provide recommendations.
6. Manage designated financial, human and physical resources of the Section in alignment with CGS's vision and values and in accordance with the annual Business Plan:
 - Assist in the determination of the number of permanent and temporary employees required for the year. Ensure effective recruitment, supervision, training, scheduling, safety and performance of Section employees. Approve time sheets.
 - Conduct job performance appraisals, salary reviews and discipline in accordance with the respective Collective Bargaining Agreement and/or CGS policies.
 - Ensure appropriate cost, handling and inventory controls are in place.
 - Act as Management's Representative in the Grievance Procedure.
 - Assist with budget preparation; monitor and control expenditures within approved budget allocations.
 - Enforce CGS's Risk Management Program and keep appropriate records.
 - Administer the Facilities Use Policy; ensure that contract obligations are followed; negotiate and administer service contracts and lease agreements with user groups.
 - Co-ordinate athletic field usage by user groups; maintain an up-to-date facility booking schedule.
7. Work in co-operation with Section Staff in the development of grant applications. Oversee and supervise approved grant projects including maintaining contact with funding agencies, completing reports, recruitment and supervising project staff.
8. Manage and administer municipal grant applications/allocations (e.g. Neighbourhood Grants); liaise with Councillors regarding allocations and policies (e.g. Community Improvement Program, Neighbourhood Participation Projects).
9. Collaborate with school boards regarding joint facility use and/or partnerships.

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10. Co-ordinate volunteer training opportunities for volunteer organizations and clubs. Supervise community volunteers in the execution of major community special events. Work in co-operation with local volunteer groups and organizations in the implementation of indirect programs and services.
11. Act as spokesperson for the Division as required; attend and facilitate at public meetings; respond to inquiries from Councillors, citizens and the media.
12. Participate in process for parks dedication with respect to development of subdivision applications as directed.
13. Work evenings and weekends as required. Participate in the On-Call Rotation Schedule for Section facilities and programs e.g. pools, ski hills, fitness centres.
14. Respond to facility security alarms, mechanical and building failures, vandalism incidents, trespassing offences, staffing/operational issues; notify proper authorities; take corrective action and complete reports as required.
15. Represent the Section in legal actions as required by the City Solicitor.
16. Develop and maintain a thorough working knowledge of CGS's Safety Manual and the applicable Provincial Legislation listed therein.
17. Perform other related duties as required.

Qualifications:

Education and Training:

Successful completion of a Community College Diploma in a related discipline.
Additional education initiatives to update and expand competencies.
Certified Pool Operator or Pool Manager considered an asset.
National Lifeguard Service Award and Lifesaving Society Instructor Award considered an asset.
Ski Hill management considered an asset.

Experience:

Minimum of four (4) years of directly related experience in the management of leisure and/or volunteer services in a public sector organization including the supervision of unionized employees.

Knowledge of:

CGS's leisure and community development priorities.
Applicable legislation and related regulations.
Horizontal linkages to other relevant governmental levels and services as well as the private sector.
Proven ability related to microcomputer software and administrative systems (e.g. word processing, computerized spreadsheet applications, presentation software), files maintenance, information input and retrieval, and the Internet).

Abilities to:

Understand and meet the needs of customers.
Demonstrate supervisory and administrative abilities in co-ordinating the activities of a large group of staff; human relations skills.
Demonstrate effective interpersonal and communications skills both verbally and in writing.
Prepare and implement effective Leisure and Development Plans and budgets.
Balance conflicting demands from stakeholders.
Manage conflict, mediate disputes, assist in reaching consensus.
Respond quickly to emerging opportunities or risks.

Personal Suitability:

Mental and physical fitness to perform essential job functions.

Language:

Excellent use of English; verbally and in writing.
French verbal skills highly desirable; written skills an asset.

Other:

May require the use of a personal or CGS vehicle on CGS business. Must be physically capable of operating a vehicle safely, possess a valid driver's licence, have an acceptable driving record, and personal insurance coverage.
Provide, at own cost, a Criminal Record Check.

Note: A Criminal Record Check will be requested by the Hiring Manager should you be the candidate of choice. Please do not submit your Criminal Record Check with your application.

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Leadership Competencies: Tactical Coordination and Direction (I)

Competency	Competency Definition	Level	Level Definition
Shaping the Future			
Innovation	Take a creative approach to problems or issues, “think outside the box”, go beyond the conventional, and explore creative uses of resources.	3	Proposes innovative ideas
Judgment and Decision Making	Make sound decisions involving varied levels of complexity, ambiguity and risk.	2	Assimilates and interprets data to make competing decisions
Delivering Business Results			
Collaboration	Work and communicate collaboratively within City of Greater Sudbury to create alignment within and across teams and groups.	3	Collaborates beyond one’s area
Customer/Citizen Focus	The desire to work closely with internal and external customers to meet and exceed their expectations.	2	Addresses underlying customer/stakeholder needs
Planning, Coordination & Execution	Plan and coordinate work to achieve desired results on a consistent basis.	3	Coordinates activities involving others within one’s team
Aligning People & Teams			
Holding Self & Others Accountable	Hold others accountable to execute to high standards of excellence and hold themselves accountable to the same or higher standard.	3	Monitors performance and gives corrective feedback
Leadership	Inspire others to work toward common goals by engaging and empowering them, and providing clarity and direction.	2	Optimizes team effectiveness
Enhancing Personal Effectiveness			
Commitment to Continuous Learning	Continuously develop and enhance one’s own and others’ personal and professional skills, knowledge and abilities.	4	Models a learning orientation
Flexibility/Adaptability	Adapt and work effectively within a variety of situations, and with various individuals or groups.	2	Applies rules flexibly
Interpersonal Communication	Communicate effectively by reflecting on verbal and non-verbal behaviour, being attuned to the needs, perspectives and sensitivities of others and acting with them in mind.	3	Effectively uses empathy
Managerial Courage/Integrity	Acting with integrity, ensuring one’s actions are consistent with City of Greater Sudbury’s values and expectations.	2	Is publicly candid with the team, acting with integrity consistent with one’s beliefs
Leadership Presence	Develop and maintain a sense of presence and emotional maturity and have an inner confidence that one can succeed and overcome obstacles.	3	Demonstrates personal courage

For more information on leadership competencies, please refer to our website: www.greatersudbury.ca/jobs.

Résumés quoting **EX23-062** are invited and will be received by the City of Greater Sudbury’s Human Resources and Organizational Development Division, by e-mail at hrjobs@greatersudbury.ca or fax at **705-688-3979**, for the above noted position until **4:30 p.m. on Friday, January 27, 2023**. Any application received after this deadline will not be considered.

All City of Greater Sudbury employees are required to be fully vaccinated as a condition of hire in accordance with the City’s mandatory [Vaccination Policy](#). Please do not submit your proof of vaccination with your resume. This information will only be required if you are selected as the candidate of choice.

For more information regarding working from home, please refer to our [Work From Home Program](#) web page.

All applicants are thanked for their interest in this position. Only those selected for an interview will be contacted. If contacted, and you require a disability related accommodation in order to participate in the recruitment process you must advise the Hiring Manager.

The City of Greater Sudbury is dedicated to maintaining an equitable, inclusive, diverse and accessible work environment. Candidates must be legally eligible to work in Canada. To find out if you’re eligible and for more information, visit our [Applicants Living Outside of Canada](#) web page. If you received your education from an educational institution outside of Canada, a copy of your [Word Education Services \(WES\)](#) or [International Credential Assessment Service of Canada \(ICAS\)](#) document is required, along with your credentials. Personal information submitted will be used for the purpose of determining suitability for this competition only in accordance with The Municipal Freedom of Information and Protection of Privacy Act.

For more information, please visit our website at www.greatersudbury.ca/jobs.