TOWNSHIP OF NORTH STORMONT
Job Description

Position Title: **Parks and Recreation Coordinator, Seasonal**
Reports to: **Planner / EDO**

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POSITION SUMMARY:
The Parks and Recreation Coordinator seasonal position will provide assistance to the Planner/EDO in research and data collection pertaining to recreation, in addition to the coordination of seasonal staffing specifically for liaising, scheduling and program development.

RESPONSIBILITIES:
1. Provision of research and review, as required, of all data sources available to assist in the preparation of a recreation model for the Township's Parks and Recreation which includes several volunteers consisting of eight (8) main recreation groups / associations.
2. Assist with and respond to recreation services inquiries and complaints.
3. Administrative support duties and tasks as assigned by the Planner/EDO including correspondence specifically for recreation services.
4. Coordinate and assist with the necessary departmental training including health and safety, accessibility, WHIMS, etc. as deemed necessary.
5. Support and assist recreation scheduling, program development, addressing concerns especially health and safety and act as a liaison between seasonal staff and the Planner/EDO.
6. Review and recommendation of parks and recreation policies based on industry best practices.
7. Assistance with monthly statistics including Council reports, as required.
8. Other duties as assigned.

QUALIFICATIONS:
➢ Post-secondary education; recreation or related fields will be an asset.
➢ NLS Certification and First Aid Training required.
➢ Strong organizational and excellent interpersonal skills.
➢ Clear and concise verbal and written communication.
➢ Demonstrated knowledge of software programs including social media.
➢ Valid Driver's Licence.

WORKING CONDITIONS:
Work is performed in an office environment with regular on-site visits to recreational facilities; weekly hours will vary based on tasks assigned.

HOURLY RATE: $18 - $20 per hour; 35 hours per week