

Job Posting: Recreation Coordinator – 18 Month Term

Department of Community Development & Recreation, Town of Berwick

Applications are now being accepted for the full-time, term position of **Recreation Coordinator**.

As a member of the Town of Berwick Department of Community Development and Recreation team, the **Recreation Coordinator** will be responsible for the oversight of Recreation and related Community Well-being Initiatives in the Town of Berwick. The **Recreation Coordinator** will work alongside community organizations and residents to ensure needs of residents are met through programs, events and various forms of communication.

The successful candidate will have a post-secondary degree or diploma in Recreation, Community Development or a related discipline and experience in a related field. An equivalent combination of education and experience may also be considered. Key assets for the position would include First Aid/CPR, knowledge of social media, Microsoft Office Suite and Canva. Knowledge of the Town of Berwick's recreation programs, services and facilities will be a key asset.

The **Recreation Coordinator** will be a motivated, creative individual with a passion for physical activity and a keen interest in community development. They will have a sense of humour, enjoy working as part of a larger team and be flexible – each day will look different in this role! Hours of work will be 8:30 AM - 4:30 PM, Monday to Friday, at the Town of Berwick Administrative Offices

Interested candidates are invited to submit a cover letter and resume in PDF or JPG format to the undersigned no later than 4:30 PM on Friday, January 28th 2022.

Human Resources

hr@berwick.ca

A full job description can be viewed at www.berwick.ca/employment.html

***We thank all candidates for their interest; however
only those selected for an interview will be contacted.***

The Town of Berwick is an equal opportunity employer.

Job Description: **Recreation Coordinator – 18 Month Term**
Department of Community Development & Recreation, Town of Berwick

Nature & Scope:

The Recreation Coordinator will be responsible for overseeing Recreation and Community Well-being initiatives within the Town of Berwick.

Accountability to:

Director of Community Development and/or Chief Administrative Officer

Specific Responsibilities:

Program Development & Delivery:

- Implementation of Recreation strategies as representative of the Town of Berwick Recreation Strategy;
- Assist the Recreation Programmer with the implementation of recreation programs for the Berwick and District area such as multi-sport, After School Program, and summer programs
- Major event planning and assistance including but not limited to Winter Carnival, Holiday Celebrations, Volunteer Week;
- Promotion of recreation offerings through creation of regular radio, newspapers, brochures, and social media outlets;
- Plan, implement and evaluate internal and external recreation programs focusing on emotional, intellectual, physical and social needs of residents
- Assist the Recreation Programmer in Human Resources Management of seasonal and program staff

Recreation Administration:

- Source and apply for outside grant funding;
- Implement grant programs that may become available or approved;
- Respond to specific requests with written information, technical assistance or directing the inquiry to appropriate contacts;
- Preparation and delivery of reports to Senior Management and Council;
- With colleagues, assist in the annual development of Community Development and Recreation budgets;
- Attend appropriate recreation industry meetings and conferences

Community Liaison:

- Ensure the community is aware of recreation information and funding programs available to them;
- Assist community groups and organizations with event planning;
- Implement and/or facilitate clinics and workshops regarding community needs annually to enhance volunteer skills in providing recreation programs for Town of Berwick and area residents;

- Motivate and facilitate resident participation in recreation programs and resident involvement in the community;
- Act as a point of contact person for community feedback, concerns and general inquiries;
- Oversee, maintain and update the Town of Berwick website and related social media channels

Policy Development:

- Strategic planning – assist with short and long-term strategic planning of recreational services
- Assist in the development and revision of policies related to Recreation as necessary

Other Responsibilities:

- Act as a member of the Community Development team providing input on all recreation issues;
- Assist with reports and special projects, within the Department of Community Development and other Town of Berwick Departments and Committees.
- Inter-municipal coordination, liaise with and support other Town, Village and Municipal Recreation staff as appropriate
- Maintain and coordinate schedules for the various recreation facilities within the Town of Berwick
- Other duties as required

Required Training, Skills and Qualifications:

- Post-secondary degree or diploma in Recreation, Community Development or a related discipline
- Previous experience in organizational and community development;
- Related work experience in a similar environment is an asset;
- Program and special events organizing experience;
- Knowledge of Social Media, Microsoft Office Suite and Canva
- Strong written, communication and organizational skills
- A valid driver's license, willing to travel and attend evening or weekend meetings and events.

This is an eighteen month, term position. Compensation includes a competitive salary. The hours of work will be Monday to Friday, 8:30 am to 4:30 pm (35 hours per week). Evening and weekend work will occasionally be required.

Interested candidates are invited to submit a cover letter and resume in PDF or JPG format to the undersigned no later than 4:30 PM on Friday, January 28th 2022.

Human Resources
hr@berwick.ca

***We thank all candidates for their interest; however
only those selected for an interview will be contacted.
The Town of Berwick is an equal opportunity employer.***