

Dear Council,

During the course of our term with the West Elgin Recreation Committee, we have noticed that there is a need for a Recreation Coordinator. Without this position, we are costing the Municipality the chance to increase revenue through participation of programs, as well as rental opportunities. We need someone to plan, promote, implement and facilitate a series of recreation programs and events within the municipal facilities and parks that meet the needs of the community in West Elgin. The coordinator would also create a fundraising strategy and volunteer management program to accompany programs to ensure their sustainability and legacy.

With the current municipal staff already at capacity for work load, this position would be an additional posting, and doesn't necessarily need to be full time. With the transition into the new organizational structure, this would assist the Manager of Community Services (Clerk) with the additional work load of recreation as there is currently no administrative assistant to the Clerk.

Some duties that we feel should be included with this position are:

- Design, develop and implement a recreation and community programming plan that meets the communities needs.
- Facilitate partnerships and support volunteer organizations, service clubs, cultural groups, sports groups, volunteers, residents, and businesses.
- Develop a fundraising strategy to raise support for proposed programs.
- Develop a volunteer management program to recruit, train and recognize volunteers in the administration of sports and recreation activities.
- Promote interest and participation in programming through public relations.
- Provide and/or create local information for promotional brochures.
- Arrange advertising and promotion of various municipal recreational events and activities.
- Foster community involvement, build relationships and promote programs to residents, local organizations, and the community.
- Develop and implement sport, recreation and wellness programs that meet the needs of the diverse range of residents in West Elgin.
- Actively exploring grant options, and ensure compliance with grant parameters, budgets and timelines.
- Promotes and facilitates special community festivals & events within approved budgets.
- Accept and process all facility rental requests, by creating and maintaining an electronic filing system of all facility rentals.
- Coordinate facility rentals, including facility tours, programming doors, maintenance of files, monthly reporting and facility usage reports.
- Works collaboratively with facilities staff.
- Attend committee and other off site meetings as required or when requested.
- Assist in the recruitment and on-boarding of aquatic staff.
- Responsible for the supervision, and performance management of aquatic staff.
- Assists in the preparation of annual Capital and Operational budgets for the Community Services division as required.

Thank you for taking the time to review this proposal for a new Recreation Coordinator. We believe this will be a crucial addition to increasing recreation and sports in West Elgin, and will therefore

have residents staying in the community instead of travelling elsewhere for programming or events. We look forward to your feedback, and opportunity to bring the community visions to life.

Sincerely,
The West Elgin Recreation Committee