



Municipality of West Elgin Job Description

Title: Recreation Coordinator/Clerks Assistant

General Supervisor: Manager of Community Services/Municipal Clerk

Department: Community Services/Clerks

Positions Supervised: 0

Position Summary

Reporting to the Manager of Community Services/Municipal Clerk, this Recreation Coordinator/Clerks Assistant is responsible for planning and delivery of recreation programming and special events and is the primary contact to oversee and support various municipal and community recreation events and programs. This position will deal directly with the public and provide superior customer service, media relations, marketing and aid in the administrative work related to the operation of all related events and programs. The Recreation Coordinator/Clerks Assistant serves as a liaison between staff and the general public/community organizations and support the recreation initiatives of the municipality. This position is responsible for assisting with records management implementation and maintenance, for both electronic and physical records in accordance with The Ontario Municipal Records Management System (TOMRMS) and provide administrative support to the Community Services and Clerks department.

Principal Responsibilities

Recreation

- 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, 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.
- Responsible for program development that meets community needs by providing comprehensive leisure opportunities;
- Assist in promoting and marketing special events and recreational opportunities to residents and for event organizers;
- Facilitate and support community special events, liaise with community groups and facilitate new event requests;
- Support community special events and community groups i.e., booking facilities and issuing

rental contracts using Keystone.

- Schedule bookings of Community Centre, arena, playing fields, parks, pool, and recreation programs using shared Outlook Calendars and process billings.
- Collects and accounts for revenue from facilities, program registration and issues receipts when appropriate. Follow up on all outstanding balances.
- Prepares agendas, distributes to the Recreation Committee members and submitting Committee minutes and reports to council meetings.
- Attends Recreation Committee meetings in the evening once a month.
- Design, develop and implement a recreation and community programming plan that meets the communities needs.
- 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.
- Foster community involvement, build relationships and promote programs to residents, local organizations, and the community.
- Assist in the creation of all departmental promotional material such as recreation brochures, posters and advertising etc.
- Assist with swimming lesson registration and scheduling
- Assist with the coordination of recreation events including Canada Day celebrations;
- Recommend new policies, procedures and programs to the Recreation Committee
- Other duties as assigned

Administration

- Provides back-up reception for the Municipal Office for telephone, email and in person inquires, solving issues where appropriate, taking messages or referring inquires to appropriate staff.
- Maintaining community events on municipal website along with general maintenance of pages as directed.
- Back-up collection, opening and distribution of incoming mail to all departments, process all outgoing mail and courier packages. Receives tenders on behalf of the Municipality.
- Creates physical records management files and maintains record information management index as per TOMRRMS.
- Scans documents and enters them into LaserFiche software, applying appropriate metadata
- Assists in a variety of administrative duties such as writing of letters, filing, meeting booking and set up.
- Assist with Vital Statistics (Marriage License and Death Registration)
- Coordinates the organization of physical records storage and records destructions at the direction of the Clerk.
- Promotion and enforcement of Records Management principals and activities
- Maintains various lists and spreadsheets related to records management including Agreement Listing, Council Resolutions and Grants Indexes.
- Carries out other duties as assigned

WORKING CONDITIONS:

- Exposure to eye strain from computer terminals.
- Frequent interruptions of daily work routine.
- Minor exposure to conflict.
- Occasional stress.
- Must meet deadlines.

EFFORT

Mental:

- Concentrating for prolonged periods at computer terminal.
- Providing service to several people or departments, working under many simultaneous deadlines.
- Organizational abilities required to complete assigned tasks in a timely manner.

Physical:

- Must be able to operate various types of office equipment.
- Sitting for long periods of time at workstation.
- Irregular and/or multiple work demands.
- Moderate to high concentration required.

Minimum Qualifications

College Diploma in Recreation and/or Administration or the equivalent. Self motivated with strong organizational skills and a desire to work in a recreational environment. Background in aquatics would be considered an asset.

Excellent computer skills specifically Microsoft Office (Word and Excel) and communication skills (verbal and written), interpersonal and presentation skills as well as the ability to demonstrate positive/effective public relations. Ability to work flexible hours and attend meetings and events outside of regular business hours.

Approved by: Clerk

Effective Date: November 14, 2024