

## Program Coordinator

### Parks & Recreation Department

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**General Statement of Duties:** Under general supervision from the Director of Parks and Recreation, the Program Coordinator performs professional duties in planning, developing, coordinating, implementing and supervising recreation programs for the Town of Nipawin. This position requires involvement in duties relating to facility management and community interaction and provides oversight and direction of recreational programming, swim program/services, summer camps and special events for the community. This position requires an energetic team player with strong public relations, organizational and management skills, computer literacy and excellent oral and written communication abilities. This position will oversee the general operations of the Nipawin Evergreen Centre and assist with operations of the Irene Manley Swimming Pool and all other recreational programs within the Town of Nipawin.

**Reporting to the Director of Parks and Recreation, the Program Coordinator will perform duties as required in the following areas:**

1. Assists Director of Parks & Recreation in planning, organizing, developing, and implementing recreation and athletic programs.
2. Liaises with community groups/organizations and Nipawin Evergreen Centre facility clients to discuss community programs and facilities use, and assists these groups as required.
3. Conduct and attend variety of training seminars, staff meetings, coaching clinics and community meetings.
4. Collects activity and registration records and prepares routine and complex program plans for budgetary recommendations; prepares reports describing and evaluating programs at completion of activity and identifies methods and areas to improve.
5. Provide clerical support, program registration, answer telephones and maintain correspondence with other divisions or agencies; may respond to public inquiries about the facilities.
6. Monitors day to day operations of recreation programs including making site visits, handling and resolving complaints and ensuring that programs have required materials and supplies. Formulates and organizes program plans and schedules for seasonal and/or year round activities.
7. The incumbent will assist the Director of Parks & Recreation, as required, in all aspects of departmental administration, including establishing a long-range development plan for the Parks & Recreation Department.
8. Perform other duties as assigned.

#### **Specific Pool Management Duties:**

1. Under the direction of the Director of Parks & Recreation, the Program Coordinator is expected to assist with the administration and management of personnel.
2. To plan and implement a comprehensive aquatic program for the community.
3. To ensure that an emergency procedure is in place and that staff training has taken place in that regard.
4. To make all community emergency groups (i.e. fire, ambulance, police) aware of the emergency procedure and how it will be implemented.
5. Assist in the development of classes, schedules and implementation of activities and programs for the swimming pool and community.
6. To ensure a quality staff in-service program is developed, implemented and maintained.
7. To accept full responsibility for the financial income of the facilities.
8. To ensure that all records and forms required by the Town, Public Health and other agencies are maintained as indicated by the authority.
9. To authorize purchases for supplies in accordance to the facilities budget.
10. To inform the Director of Parks & Recreation on developments including program change or conflicts with pool policy.
11. To know and ensure that all pool policies and procedures are followed.

**Required knowledge, skills and abilities:**

1. Diploma or degree from a technical institution related to recreation would be an asset.
2. Skill in the use of common computer programs, including Microsoft Office, Publisher, Power Point and Excel.
3. Considerable knowledge of developing and administering recreation and athletic programs, principles of supervision, organization, administration, maintenance, and operation of an aquatic facility.
4. Ability to work under stressful situations; stay calm; have excellent problem solving skills.
5. Ability to establish and maintain effective working relationships with co-workers, public, news media and other departments and agencies;
6. Ability to follow written and oral instructions; ability to communicate effectively, verbally and in writing; ability to direct the work of others.
7. Ability to follow and maintain a budget.
8. Ability to exercise independent judgment in the application of programs and procedures; plan, promote, organize, and coordinate athletic program and events; and be a team player in the organization.
9. Must be detail oriented and have ability to prioritize, organize and multi-task.
10. Must be creative and innovative to develop programs and ideas.
11. Ability to assist with the oversight of the Parks & Recreation Department in the Director's absence.

**Start date for this position is June 12<sup>th</sup>, 2017 or a negotiated date satisfactory to both parties.**

Candidates are invited to submit applications by May 23<sup>rd</sup>, 2017 detailing qualifications, experience, education, and references to:

Chelsea Corrigan, Director of Parks & Recreation  
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