

 Job Description	Position: Parks, Recreation, & Facilities Coordinator	Page: 1 of 4
	Dept.: Facilities (P/R) Grade: 6 Step: 1 Period: 40 hours/week	Reports to: Manager, Facilities (P/R), or designate
	Effective:	Revision Date: NEW

PRIMARY FOCUS

Reporting to the Manager, Facilities, Parks, and Recreation, this position is responsible for coordinating parks and recreation facility bookings, customer service, administrative and clerical support, and assisting with financial, scheduling, and program coordination functions across municipal parks and recreation facilities. The position serves as a key point of contact for the public, community groups, staff, and renters, ensuring efficient operations, accurate records, strong internal controls, and a high standard of service delivery.

SCOPE	
<u>Supervisory Accountability</u> <i>Direct Reports:</i> - N/A <i>Indirect Reports:</i> - Arena Attendants and Operators - Summer Students - Various outside construction contractors, public <u>Key Contacts</u> <i>Internal:</i> - All levels, up to and including CAO/Clerk - Council Members	<u>Budget & Asset Accountability</u> - Protecting significant material resources and departmental assets - Supporting the budgetary process and ensuring adherence to policies and procedures - Process program registrations, and facility rentals, including transactions - Ensuring critical business information is accurate, readily available and secure <u>Working Conditions</u> - Some travel, usually within the Township, is required - Frequent work pressure to meet deadlines with very limited control over work pace; regular interruptions or changes to workflow that are unpredictable, imposed and/or controlled by others

• Committees <i>External:</i> • Members of the public • Auditors • Consultants and Contractors • Government Agencies • Other municipalities	
CORE JOB REQUIREMENTS	
<u>Educational requirements</u> • Post-secondary degree or diploma in a business discipline, or equivalent years of experience in a municipal administration support position • Post-secondary education in Recreation, Leisure Services, Sport Management, or a related field is an asset. <u>Related experience requirements</u> • Minimum two (2) to four (4) years of experience in an administrative, customer service, recreation, or municipal environment. • Completion, enrollment or willingness to complete AMCTO Municipal Administration Program preferred <u>Other</u> • A valid Class G Ontario Driver's License • Satisfactory Criminal Reference Check is required.	<u>Technical skill requirements</u> • Proficiency in Microsoft Office (Word, Excel, Outlook); experience with recreation registration or booking software is an asset. • Knowledge of parks and recreation facilities or municipal operations • Project management process knowledge • Computer skills to be proficient in: ○ Microsoft Office ○ CityWide <u>Interpersonal skill requirements</u> • Ability to work independently or as a member of a team • Excellent written and verbal communication skills • Exceptional judgement, problem solving and decision making skills • Detail oriented with ability to multi-task • Positive, professional, and enthusiastic demeanor • Ability to interact with all levels both inside and outside the organization • Ability to act with patience, diplomacy, discretion
JOB RESPONSIBILITIES	

I. Managerial/Supervisory Responsibilities:

- N/A

II. Functional Responsibilities:

Job Specifications & Job Description
Parks, Recreation and Facilities Coordinator

- Serve as the primary point of contact for parks, recreation, and facility inquiries, providing professional customer service in person, by phone, and electronically
- Coordinate, schedule, confirm, and administer park and recreation facility bookings using municipal agreements and registration/booking software
- Issue permits, contracts, booking confirmations, and correspondence related to facility and program use
- Maintain accurate booking calendars and communicate changes to staff, contractors, and user groups
- Liaise with community organizations, renters, internal departments, and staff to ensure facilities and parks are prepared and operational for scheduled use
- Provide administrative and clerical support to the Parks and Recreation Department, including correspondence, data entry, report preparation, and meeting minutes
- Maintain departmental records in accordance with municipal records retention requirements and MFIPPA
- Assist with the coordination and promotion of recreation programs, events, and community initiatives
- Support room set-up and take-down, equipment coordination, and basic facility oversight during programs and events as required
- Maintain inventories of recreation supplies, materials, and equipment
- Assist with updating and maintaining Parks and Recreation content on the municipal website and other communication platforms
- Provide guidance to casual or part-time staff related to bookings, schedules, and daily operations when assigned
- Open, secure, and monitor recreation facilities as required
- Ensure compliance with municipal policies, procedures, and workplace health and safety requirements
- Participate in departmental meetings, training, and emergency response activities as required
- Perform other related duties as assigned

III. Financial Responsibilities:

- Process facility rental fees, program registrations, and payments in accordance with municipal policies
- Oversee billing contracts, receive payments, and ensure accurate receipting for parks and recreation revenues
- Investigate outstanding balances
- Prepare daily cash, debit, credit, EFT, and online payment transactions
- Prepare cash deposits and ensure timely submission.
- Assist with maintaining and monitoring internal financial controls related to cash handling, deposits, and petty cash

- Track attendance, usage statistics, revenues, and expenditures for programs and facilities
- Prepare financial, statistical, and operational reports as required by management
- Assist in annual budget preparation by compiling historical data, usage trends, and revenue information
- Assist with monitoring revenues against approved budgets and identifying variances
- Support revenue generation initiatives related to facility rentals, programs, and events
- Work collaboratively with Finance staff to ensure accurate and timely financial reporting and compliance with municipal procedures
- Prepares and submits grant applications for Federal/Provincial funding
- Other duties as assigned

APPROVALS

CAO (or designate)

Date

I acknowledge that I have read and understand the contents of this job description and agree to perform the responsibilities as described herein.

Date