



Parks, Recreation & Facilities, Coordinator – Fulltime Opportunity
PARKS, RECREATION AND FACILITIES DEPARTMENT

The Township of Cramahe is in the heart of Northumberland County, just an hour's drive east of Toronto on the north shore of Lake Ontario. The picturesque villages of Colborne and Castleton are the historic and cultural centers of Cramahe. These communities offer residents and visitors the opportunity to share rolling farmlands, heritage buildings, and the natural beauty of Apple Country. We are a population of over 6,000 and growing.

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.

Qualifications:

- Post-secondary degree or diploma in a business discipline, or equivalent years of experience in a municipal administration support position *is a requirement*, post-secondary education in Recreation, Leisure Services, Sport Management, or a related field is *an asset*.
- 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
- Experience with recreation registration or booking software is an asset
- Computer skills to be proficient in:
 - Microsoft Office
 - CityWide
- Knowledgeable in project management processes
- Proven excellent written and verbal communication skills, detail oriented with ability to multi-task
- Exceptional judgement, problem solving and decision-making skills
- Possess a positive, professional, and enthusiastic demeanor
- Able to interact with all levels both inside and outside the organization with patience, diplomacy, and discretion

Duties:

- 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, meeting minutes, and 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
- Maintain inventories of recreation supplies, materials, and equipment.
- Support room set-up and take-down, equipment coordination, and basic facility oversight during programs and events as required
- Assist with updating and maintaining Parks and Recreation content on the municipal website and other communication platforms
- Ensure compliance with municipal policies, procedures, and workplace health and safety requirements
- Process facility rental fees, program registrations, and payments in accordance with municipal policies
- Prepare daily cash, debit, credit, EFT, and online payment transactions, cash deposits and ensure timely submission.
- Prepare and submit grant applications for Federal/Provincial funding
- Track attendance, usage statistics, revenues, and expenditures for programs and facilities
- Prepare financial, statistical, and operational reports as required by management, assist with maintaining and monitoring internal financial controls related to cash handling, deposits, and petty cash
- Assist in monitoring revenues against approved budgets, identifying variances and annual budget preparation by compiling historical data, usage trends, and revenue information
- Other related duties as assigned

The position is governed by the Township's Collective Agreement with CUPE Local 5070 and will be scheduled for a minimum of 40 hours per week. (Salary rate is Grade 6, Step 1 – \$24.03), complemented by a generous benefits package and enrollment in the OMERS pension plan.

For further information concerning this employment opportunity and a full detailed job description, please visit the Township's website at www.cramahe.ca.

Interested candidates are invited to submit a covering letter and detailed resume clearly marked **“Parks, Recreation, and Facilities, Coordinator”** prior to **5:00pm, March 30, 2026**, to the attention of:

Sara Castellano, Human Resources & Payroll Coordinator
 The Township of Cramahe
 1 Toronto Street P.O. Box 357
 Colborne, Ontario K0K 1S0
 Or email: hr@cramahe.ca

The Township of Cramahe is committed to providing accommodations for persons with disabilities. Please let us know if you require accommodation. Satisfactory criminal reference check is required for all municipal positions.

We thank all applicants for their interest, however, only those selected for an interview will be contacted. Personal information and any supporting material is obtained and used in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will only be used for candidate selection.