

Town of Caledon

make a difference



Job Title: Parks' Facilitator (Permanent Full-Time)

Closing Date: October 18, 2021; 11:59 pm

Town of Caledon is a dynamic municipality that successfully balances urban, rural and agricultural communities. Our energetic staff are guided by our core values that create an environment for continuous improvement and customer service excellence.

In addition to offering exciting career opportunities, the Town also provides a competitive and comprehensive total rewards package. Come see how you can **make a difference**.

The Opportunity

Reporting to the Manager, Parks, this position supports parks planning and maintenance through the facilitation of active, efficient, and purposeful engagement with users. By representing user needs, and with consideration of with the Recreation and Park's Masterplan, the Facilitator will hold the division accountable to community needs. As the Parks' Facilitator, you will perform the following duties, including but not limited to:

- Facilitate the effective and enjoyable use of parks, sport fields, playgrounds, splash pads and related infrastructure. Act as a liaison with park user groups
- Contribute to and implement the Recreation and Parks' master plans and other masterplans that impact park development and use
- Develop and implement effective stewardship and use agreements with organized park and trail users, (including user fees and cost sharing).
- Oversee the outdoor portion of the Town's memorial program
- Conduct front-line resolution of park issues on behalf of the Community Recreation Division (rentals and programs) and the Operations Department (maintenance).

COVID-19: *In consideration of the current pandemic and Public Health orders, the Town of Caledon is providing limited in-person services as Town Hall is open to the public by appointment only. The successful candidate for Parks' Facilitator will be required to work a flexible schedule, including in the office, remotely and after hours (as required).*



6311 Old Church Road
Caledon, ON L7C 1J6
www.caledon.ca

T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4542

The Ideal Candidate

We are seeking an enthusiastic professional with a post-secondary degree or diploma in Parks Management, Recreation and Leisure Studies or related fields. An ORFA Registered Recreation Facility Administrator designation and additional certification through professional organizations such as Ontario Recreational Facilities Association, Ontario Parks Association, Ontario Municipal Recreation Association, and Association of Municipalities Ontario are considered an asset. Our ideal candidate has a minimum 4 years of experience in municipal recreation services.

The ideal candidate will have a thorough knowledge of recreational community programs and services for youth, adults, and seniors and experience in administration of amateur sports clubs. We are seeking an individual with superior interpersonal skills, demonstrated skills in public relations and communication, and strong problem-solving skills.

This position offers a salary range of \$64,512.24 - \$75,660.21 plus a competitive benefit package.

Satisfactory passing of a criminal record check, and proof of qualifications will be required of any successful candidate(s) for this position.

The Town is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The Town is an equal opportunity employer that is committed to an inclusive and barrier-free workplace. If your application requires accommodation, please contact People Services at (905) 584-2272 Ext. 4738.

How To Apply

To learn more about employment with the Town of Caledon and to apply for this exciting and challenging opportunity, visit: www.caledon.ca/careers

If needed and upon request, this document can be made available in an alternative format.



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