

Municipality of Brockton Programming Coordinator

The Municipality of Brockton invites qualified applicants for the full-time position of Programming Coordinator. This position assesses, initiates and implements all Community Services/recreation programming and assists with special event planning throughout the Municipality and oversees booking throughout Municipal facilities.

An advocate of healthy living through sport, fitness and recreation the ideal candidate will be an enthusiastic, self-starter with recreation programming experience. The candidate will also have previous supervisory experience with superior time management capabilities and have excellent written/oral communication and computer skills.

Primary Responsibilities:

- Develops, recommends and implements programs that are inclusive and accessible to meet community needs and to increase the use and revenue of facilities.
- Plans, designs and ensures distribution of program and facility brochures and advertisements.
- Promotes and encourages the use of municipal facilities and assists in maximizing usage.
- Develops, recommends and evaluates annual programs and day camp budget.
- Prepares and compiles various reports and proposals.
- Attends Recreation related Committee meetings as required.
- Receives facility booking requests for minor sports groups and large scale special events and ensures that all required information and associated documentation is submitted and correct.
- Responsible to maintain and update the Community Services/Recreation Department section of the website and social media pages.
- Prepares and assists with various grant applications.
- Oversees the implementation and use of PerfectMind booking software for the Department.
- Recruits, interviews and hires and supervises summer program students, program contractors and volunteer program staff.
- Prepares a variety of reports for the Director, Committees, and Municipal Council.
- Model and implements the HIGH FIVE principles of Healthy Child Development.
- Educates the public on the benefits of healthy active living via sport, recreation, fitness and social activities.

Qualifications/Knowledge/Skills Required:

- Two-year Diploma in Recreation or a related field.
- HIGH FIVE Principles of Healthy Child Development Certificate from High FIVE National is preferred.
- Minimum of 3 years related experience in recreation programming in a municipal environment with knowledge related to facilities, arenas, aquatics, parks, sports fields, trails, related equipment and operations.
- Advanced knowledge of recreation program development, administration, management and delivery.
- Demonstrated supervisory experience is required.
- Ability to deal effectively and courteously in all aspects of the position, including diplomacy, tact, discretion and good judgement skills.
- Working knowledge of Microsoft Windows and Office (outlook, word, excel, power point) applications and facility booking software.
- Working knowledge of legislation and best practices as it relates to accessibility and inclusion practices in aquatics, fitness and municipal community program settings.
- Satisfactory Criminal Record and Vulnerable Sector Checks
- Posses a valid Standard First Aid/CPR/AED Certificate.
- Posses a valid Class "G" Driver's Licence in good standing.

Additional Information:

- Salaried position with a comprehensive health benefits package and OMERS pension.
- 35 Hours per week including some evening and weekend work.

A copy of the job task list is available by visiting www.brockton.ca/careers.

If you are interested in joining our team and providing a valuable service to the community, please submit your resume and cover letter in confidence to the undersigned by **8:30 a.m. Wednesday, November 30, 2022** via e-mail or regular mail. It should be noted that only those individuals selected for an interview will be contacted.

Subject: Programming Coordinator – ‘Insert Candidate Name’

Julie Farrell, Human Resources Generalist

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