

Coordinator 1, Recreation

Status of Position: Permanent Full Time

Hours Per Week: 5 X 7 Hours

Range: \$32.81 – \$38.60 per hour



Position Description

An Eligibility List may be established from this job posting – The duration of the eligibility list will be 6 months. Future vacancies will be filled by going to the next highest ranked candidate until the eligibility list expires.

The City wishes to thank all applicants for their interest but only those candidates selected to advance in the recruitment will be contacted. Note that only those candidates eligible to legally work in Canada will be considered.

Job Summary:

The City of Whitehorse is one of Canada's best places to live, work, and play. The City of Whitehorse is proud of its recreation facilities and services. This is an opportunity to be a part of what makes Whitehorse a great place to live.

Reporting to the Program Leadhand and working with a dynamic team, this position provides professional and administrative support and is key in developing, coordinating, evaluating and delivering child and youth related recreation programs, activities and services targeting a diverse range of citizens. The position is highly visible in the community and will cultivate partnerships and develop community engagement opportunities. Taking initiative and using critical thinking processes, this position seeks out opportunities to improve the services and experiences for staff and public.

If you have the skills, experience and passion for recreation we want to hear from you. The ideal candidate is someone who has experience with child and youth as this position will focus on coordination of child and youth programming for the City of Whitehorse.

Duties and Responsibilities:

1. Coordinate, research, plan, develop, schedule, deliver, implement, promote, organize and evaluate a variety of diversified programs, services and special events.
2. Promote the benefits of recreation, special events, services and facilities utilizing various marketing strategies (website, publications, etc.).

3. Provide guidance, orientation, coordination and scheduling to recreation program instructors, leaders, support workers, volunteers and staff as required.
4. Liaise and collaborate with stakeholders including marketing initiatives, availability of space, equipment, materials, instructors, volunteers, support workers, etc.
5. Establish and maintain effective working relationships and partnerships with various stakeholders.
6. Perform administrative duties including conducting research, compiling statistics and preparing reports.
7. Respond to or refer public inquiries, distribute information and provide customer service activities
8. Coordinate and participate in a variety of internal and external committees to review and assess community needs for program development and administration.
9. Participate in "Service Leader" roster.
10. Follow, so far as is reasonably practicable, established safety procedures and standards
11. Other related duties.

This description contains the elements necessary for the identification and evaluation of the job. The incumbent may be required to perform other related duties.

Working Conditions:

Majority of work is performed under public recreation setting environment with some exposure to noisy conditions and bodily fluids. Hours of work between 06:00 and 01:00, Sunday to Saturday. Evening and weekend work is required.

Knowledge and Skills:

- 2 year post-secondary education in Recreation & Leisure services.
- 2 years progressive.
- Standard First Aid and CPR to level C.
- Workplace Hazardous Materials Information Systems (WHMIS).
- RCMP Vulnerable Sector check.
- Good organizational skills, prioritizing and ability to multitask with minimal supervision.
- Good written and oral communication skills to develop communication materials.
- Ability to foster and maintain effective relationships with stakeholders.
- Class 5 Drivers' License

An equivalent combination of education, training and experience may be considered.

Examples of Equipment to Operate:

Vehicle, first aid equipment and general office equipment including computer skills to operate software programs related to ERP system, spreadsheets, word processing, electronic mail, PowerPoint, etc.

Additional Application Instructions

The City of Whitehorse will only accept job applications through their online e-recruitment system. Job seekers are required to create an online profile and submit their application electronically through this system. Please visit www.whitehorse.ca/careers for more details and to set up an account.