

CORPORATION OF THE TOWNSHIP OF ALFRED AND PLANTAGENET

JOB DESCRIPTION

TITLE: Community and Cultural Activities Coordinator

SERVICE: Parks and Recreation Department

SUPERVISOR: Director of Parks and Recreation

SUMMARY OF FUNCTIONS

Under the supervision of the Director of Parks and Recreation, the Community and Cultural Activities Coordinator is responsible for the planning, coordination, and delivery of a diverse and inclusive recreation and cultural program designed to promote community life throughout the Township of Alfred and Plantagenet. The incumbent is also responsible for ensuring the optimal use of municipal infrastructure, equipment and buildings to support high-quality recreational, cultural and community programming that is accessible to all residents of the municipality.

DUTIES AND RESPONSIBILITIES

1. PROGRAM/SERVICE

- Develop, plan and manage a variety of community and cultural programs and activities designed to meet the needs of all members of the community (e.g., Canada Day celebration, Volunteer Appreciation Brunch, spring break activities, seniors' programming, Family Day and summer activities),
- Manage, supervise and promote the programming and rental operations of community halls and sports facilities;
- Organize, plan and oversee various volunteer groups and stakeholders contributing to cultural and community life, including the Township's Active Seniors Committee, sports leagues and Canada Day celebrations,
- Prepare, plan, and oversee the operational budget related to cultural and community activities, including programming, promotion, and equipment requirements, ensuring compliance with established budgetary limits,
- Develop and prepare policies, procedures, and programs required to achieve the objectives of community and cultural services,
- Provide professional support and guidance to community organizations in relation to event programming,

- Act as a liaison with representatives of community organizations and sports and recreation groups to support the planning and delivery of activities and special events in accordance with municipal standards, policies and by-laws,
- Serve as a key ambassador for the Township and promote and maintain positive relationships with partners and stakeholders,
- Collaborate with the Communications Department to support website updates and social media publications, including Facebook and Instagram,
- Investigate and respond to complaints received in relation to recreational, cultural and community activities,
- Assist with procurement management and inventory control for maintenance products, supplies related to equipment, and municipal buildings,
- Act as a substitute for the Communications Officer, as required, during Municipal Council meeting,
- Collaborate internally with the various municipal departments, including Public Works, Construction and By-law enforcement, on activities, projects, programs and files relating to the use, maintenance and repair of the municipality's equipment, structures, infrastructure and recreational, cultural and community buildings,
- Inform community organizations, sports and recreational associations, and the public about the role, services and programs offered by the Parks and Recreation Department,
- Compile and analyze statistics, publications, documents and data related to attendance, membership and usage of the Township's equipment, sports facilities and buildings,
- Prepare and submit a monthly activity report of to the Director of Parks and Recreation and, if necessary, provide recommendations to improve programs and services,
- May be called to participate, as required, in the Township's Emergency Measures Committee,
- Perform any other related duties as assigned by the Director of Parks and Recreation.

2. HUMAN RESOURCES

- Plan, manage and establish priorities for tasks and responsibilities assigned to the Department's staff during Township events.

3. FINANCIAL RESOURCES

- Participate in the development of the Parks and Recreation Service's programming budget,
- Ensure the sound management of the financial resources authorized by the Council and the Chief Administrative Officer, as identified in the Service's operating budget,
- Ensure that the Service's revenues are collected within the timelines prescribed by applicable laws and regulations.

4. MATERIAL RESOURCES

- The material resources provided include: a computer, printer, telephone, photocopier and the shared use of a township vehicle for travel within the territory of the Township,
- The employee is responsible for the care and proper use of all materials and equipment assigned by the municipality,
- The incumbent shall ensure the confidentiality of all documents and information received, in accordance with applicable legislation, by-laws, and municipal policies.

SKILLS AND EFFORT

5. KNOWLEDGE / EXPERIENCE

- Hold a college diploma in recreation and leisure services with a specialization in sports, in municipal services management with a specialization in sports and recreation, or an equivalent combination of education and experience,
- Have a minimum of two (2) years of experience in the recreation field,
- Knowledge and training in occupational health and safety and first aid,
- Knowledge of municipal government operations,
- Excellent computer skills, particularly with Microsoft suite software,
- Ability to analyze issues related to parks, recreation, and culture. Identify needs, develop programs, or assist stakeholders in delivering recreation services,
- Is proficient in written and oral communication in both French and English,
- Ability and comfort in addressing matters that may at times be sensitive in nature,
- Ability to interpret by-laws, legal documents, and related materials,
- Possession of a valid Class G driver's license,
- Demonstrated ability to work under minimal supervision,

- Demonstrated ability to work within tight deadlines or time-sensitive environments, as required.

6. CHALLENGES / KEY CONSIDERATIONS

- Availability to work evenings and weekend hour on an occasional basis, in accordance with operational needs,
- Ability to work extended hours during activities and events organized by the Township of Alfred and Plantagenet,
- Ongoing collaboration with sports leagues, artists, various community organizations, and associations as well as community stakeholders,
- Coordination and management volunteers in support activities and programming.

7. PHYSICAL AND MENTAL EFFORT

- This position requires the incumbent to perform physical effort on an occasional basis,
- Frequent and, sometimes, sustained periods of mental concentration,
- Demonstrated empathy when handling funeral bookings to provide appropriate support for the bereaved family,
- The work environment includes stressful conditions requiring emotional resilience and sound judgement to maintain control of the situation (crisis management),
- Ability to prepare departmental reports and agreements with attention to details.

8. JUDGMENT

The work is performed under the direction of the Director of Parks and Recreation in compliance with established directives, procedures, by-laws and policies. The incumbent is expected to submit recommendations for policy changes, when required, for approval by the Chief Administrative Officer.

The incumbent exercises judgement in the following areas:

- Adhering to established priorities to meet work deadlines,
- Applying municipal policies and by-laws,
- Conducting negotiations, discussions, and meetings with community organizations, sports and recreational associations, taxpayers, and the general public,
- Ensuring that reports, by-laws, and draft resolutions are prepared and submitted within legislated timeframes and in accordance with deadlines established by Council.

9. INTERPERSONAL SKILLS

The incumbent must demonstrate excellent interpersonal skills to interact regularly with representatives of community organizations, sports and recreational associations, contractors, suppliers, merchants, and the general public.

Communicates with:

INTERNAL:

- Regular contact with people throughout the organization at the management level,

EXTERNAL:

- Regular contact with individuals outside the organization, typically in person or by telephone, including representatives, the clientele served and the general public.

WORKING CONDITIONS:

9. ENVIRONMENT

The work is performed both in an office and outdoors. Travel is required, and the incumbent may occasionally be exposed to varying weather conditions (heat, inclement weather, cold, humidity, snow, ice).

The political environment is an inherent component of the workplace and may generate stress and potentially affecting performance and resulting in mental fatigue.

10. CONTROL OF THE WORKING SCHEDULE

Occasionally, the incumbent may be required to work overtime to meet deadlines. The incumbent may also be required to attend Council meetings, Committee of the Whole meetings, and advisory committees' meetings.

Note: This document has been written using the masculine gender only for the sole purpose of simplifying the text. It is agreed that all genders are an integral part of this document.