



JOB DESCRIPTION

PROGRAM COORDINATOR

POSITION TYPE: Term Position Full Time – 35 hours per week
June 9th, 2025 – August 21st, 2026

REPORTS TO: Recreation and Community Services Manager

DESCRIPTION

The Program Coordinator is responsible for the management of recreation and leisure programs for the Macdonald-Headingley Recreation District that meet community needs and contribute to the quality of life of residents of the district.

RESPONSIBILITIES

- Plan, develop, and execute a variety of recreation programs.
- Maximize public understanding and increase awareness of the benefits of recreation in the community.
- Identify trends and evaluate current programs to ensure a high degree of innovation and quality in services.
- Develop and implement policies and procedures that support the delivery of recreation programs.
- Recruit, select, monitor, and schedule program staff and contract instructors.
- Implement orientation and training programs for leaders/facilitators.
- Assist with the planning of special events and/or projects.
- Collaborate with other staff to execute outreach and marketing of programs to maximize participation and customer satisfaction.
- Coordinate the preparation of program information for use in promotion through the Recreation and Resource Guide, website, and social media platforms.
- Schedule facilities within two municipalities required for program delivery.
- Ensure an environment that provides excellent customer service in the community.
- Oversee program equipment and supply inventory.
- Contribute to the completion of program-specific grant applications and corresponding reporting/monitoring forms.

- Establish and monitor program budgets that meet revenue targets.
- Maintain effective working relationships with community organizations and program partners.

QUALIFICATIONS

Skills:

The Program Coordinator must demonstrate the following skills:

- Exceptional organizational skills.
- Strong interpersonal skills.
- Self-motivated, resourceful, detail orientated and energetic.
- Quality verbal and written communication skills.
- Effective decision making and problem solving skills.
- Proficient in Microsoft Office 365 (Word, Excel, and Outlook).
- Ability to prioritize, organize and multi-task to meet deadlines and program requirements.
- Demonstrated supervisory experience and leadership skills.
- Flexibility to adjust to dynamic work environment and adaptable to change.

Knowledge:

The Program Coordinator must demonstrate the following skills:

- Recreation program administration, management, and delivery.
- Experience and knowledge of municipal recreation services and principles – understanding the theory and practice of planned recreation activities, organizational and volunteer development and their application to personal and community development.

Ability:

The Program Coordinator must demonstrate the following personal attributes:

- Ability to work with minimal supervision and in a team environment.
- Ability to maintain effective working relationships.
- Ability to understand and interpret trends, demographics, and community needs.

Education and Experience

- Post-secondary education in Recreation Management, or related discipline (will consider a High School diploma or G.E.D. supplemented by formal training and demonstrated experience).

Working Conditions:

- Travel using a personal vehicle is a requirement for this position.
- General office hours are 8:30 am – 4:30 pm.
- Some requirements to work irregular hours to participate in off hour programs, meetings, and events.

PHYSICAL DEMANDS

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee constantly sits; grasps; keyboards; uses repetitive movements; uses eye-hand coordination; hears; talks; uses the telephone; has contact with the public/customers; and works alone. Employee frequently stands; walks; reaches; stoops, kneels, crouches, or crawls; climbs stairs. Employee occasionally drives motor vehicles; tastes or smells.

Employee must be able to occasionally lift to 30 pounds. Specific vision abilities required by this job include close vision, colour vision, and peripheral vision.

Interested candidates should submit their resume, cover letter and three references to **Christee Stokotelny** at christee@mhrd.ca by **April 25th, 2025**. We look forward to hearing from you!