



Job Description

Job Title: Community Services Coordinator (SPLIT)

Organization: The Corporation of the Municipality of Temagami
7 Lakeshore Drive, P.O. Box 220 Temagami, ON P0H 2H0

Department: Administration

Reports To: Deputy Treasurer

Revision Date: August 2023

POSTION OVERVIEW

Reporting to the Deputy Treasurer the Community Services Coordinator will plan, organize, direct, and evaluate all recreational and cultural activities and programs offered by the Municipality.

The Coordinator will promote a healthy lifestyle for the Community including both residents and visitors, seeking input from the community regularly.

The Coordinator will work through the Recreation Master Plan and, working with community volunteer groups, implement and evaluate the goals identified.

The Coordinator will work with the Economic Development Officer to organize large-scale events when appropriate.

The Coordinator will also be the Administrative Support Person for the Committee of Adjustment and the liaison for the public on all planning matters.

ESSENTIAL JOB FUNCTIONS

Recreation and Cultural Services

- Commence Phase 2, implementation plan, for the Temagami Recreation Master Plan.
- Organizing and Coordinate Municipal Special Events.
- Promote programs, seek out volunteers and leaders and provide assistance to community-initiated programs as needed including through advertising and promotional efforts.
- Inventory existing programs and complete needs assessments to facilitate the creation and implementation of the most appropriate programs.
- Prepare program marketing materials, including flyers, pamphlets, and brochures to ensure recreation and culture information is available throughout the community.
- Work with all ratepayers and community groups to maximize use and programs at all facilities, including schools, beaches, parks, etc.
- Assist with planning and developing sport and recreation programs in order to ensure that activities and events are made available for all community members.
- Responsible for the operation and co-ordination of Caribou Mountain Facilities including its promotion, staffing and maintenance.

- Research recreational grant funding opportunities and make recommendations to supervisor for programming and facility related topics.
- Coordinate with administration for facility rentals, scheduling and set up.
- Maintain contacts with local, regional and provincial sport and recreation organizations.
- Staff support person for any Municipal recreation, events, or programming committees.
- Perform other administrative duties as required; including but not limited to reports, memos, written correspondence, monitoring e-mails, monitoring phone messages and responding appropriately
- Recruit, train and oversee volunteers.
- Other duties as assigned.

Planning Services – Most are in concert with our Contract Planners (MHBC)

- Supports the development of policies, plans and projects within the Planning department.
- Prepares preliminary development plans, graphs, maps, plates, etc.
- Assists in drafting Municipal By-Laws for Council consideration.
- Provides staff support to the Committee of Adjustments as required.
- Circulates notice of applications as required to appropriate persons, property owners, and public bodies.
- Prepares agendas, minutes, follow-up works, reports and supporting data including recommendations on various land use or development proposals and land use studies.
- Maintains planning files for all development applications and inquiries.
- Prepares correspondence related to planning applications.
- Maintains up to date information on the municipal website related to notices of meetings, decisions, minutes, etc.
- Arranges meetings with the public or clients.
- Assists in dealing with complaints related to development, provides instructions regarding other Municipal services and forwards customers to the appropriate departments.
- Reviews and researches zoning issues.
- Responds to local citizens inquiring about local and zoning regulations and ordinances.
- Works with internal staff as well as liaise with Consultants, Contractors, and other agencies.
- Provides customer service to staff stakeholders, and the general public.
- Provides administrative support as required by the Municipal Clerk, CAO and various Committees.

Other Duties

- Other administrative duties as required including assisting/ working with the Economic Development Officer as required, The Public Works Department as required, and with Asset Management

QUALIFICATIONS / EXPERIENCE REQUIREMENTS

- High School Diploma
- Municipal recreation and or planning experience or post-secondary education in recreation or planning (a combination of education, training and/or experience will be considered).
- Working knowledge of current recreation trends.
- Applied knowledge of planning principles, practices, procedures and standards required to complete work assignments.
- Familiarity with planning and building terminology.
- Completion of Primer on Planning considered an asset.
- Excellent customer service skills when dealing with the public, staff, developers and other Municipal divisions.
- Ability to prioritize and work accurately and efficiently, working independently and as a part of a team, handling many documents/files simultaneously, while under strict time constraints to meet tight deadlines.
- Strong computer skills related to MS Office Suite.
- Experience in leading sports and recreation would be an asset.
- A valid Ontario Class G driver's license

SKILLS, ABILITIES & KNOWLEDGE

- Effective oral and written communication skills
- Skill in organizing, prioritizing and handling multiple deadlines and projects
- Skill in First Aid and CPR
- Stress and time management skills
- Decision-making, analytical and problem-solving skills
- Ability establish and maintain effective working relationships with employees
- Ability to maintain and operate equipment and tools in a safe and responsible manner
- Ability to understand and follow oral and written instructions
- Ability to maintain daily records

- Knowledge of workplace safety requirements
- Knowledge of applicable legislation, codes and standards
- Knowledge of industry best practices

EMPLOYEE HEALTH & SAFETY RESPONSIBILITIES

- Carry out work in a safe manner, preventing safety hazards to the incumbent and others
- Actively participate in municipal safety initiatives and trainings
- Report all hazards, incidents, accidents, near misses, injury or illness promptly to your supervisor
- Follow all municipal policies and procedures as well as the Occupational Health and Safety Act

WORKING CONDITIONS

This position involves strenuous mental and physical demands. While performing the duties of this job, the employee will be required to do repetitive movements, occasionally lift more than 30lbs, carry and manage equipment and supplies. They may have to work odd or long hours at a time to complete special requests or projects or to participate in or coordinate evening, weekend and off-hour activities.

The Community Services Coordinator may be participating in and leading strenuous physical activities, both indoors and out. The employee is exposed temperature extremes, which may include but are not limited to cold, hot/dry, humid, wet and damp conditions at various locations. The employee may occasionally be exposed to airborne dust and natural outdoor particles.

The Community Services Coordinator may work in a number of facilities and outdoor locations and may have to manage a number of people and projects at one time. There may be frequent interruptions related to meeting the needs and requests of the public. The Community Services Coordinator may find the environments to be busy, noisy and will need excellent organizational, time and stress management skills to complete the required tasks. They must be aware of relevant legislation, policies and procedures. They may have to complete a number of tasks and responsibilities at one time, and must be prepared to deal with emergencies and stressful situations at any time.

The Community Services will be required to work some evenings, weekends and holidays based on the needs of the Municipality.

NOTE: Application rating of education and experience, oral interview and reference check, criminal check, driver abstract and job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirement of the job change.

In accordance with AODA (Accessibility for Ontarians with Disabilities Act, 2005), accommodations are available to applicants upon request throughout the selection process.

All personal information is collected under the authority of the municipal Freedom of Information and Protection of Privacy Act.