



# Position Profile

January 2025

<b>Position Title:</b>	<b>Recreation Coordinator</b>
<b>Reporting Relationships:</b>	<p><b>Department:</b> Recreation &amp; Leisure Services Department</p> <p><b>Reports to:</b> CAO/Clerk</p> <p><b>Directs:</b> Recreation Foreman Gym Supervisors (Permanent Part-time) Summer Day Camp Supervisors (Seasonal)</p> <p><b>Internal Relationships:</b> Department Heads, Mayor &amp; Council, Employees</p> <p><b>External Relationships:</b> Residents, Municipal colleagues, Provincial departments, Sports groups, Suppliers, Consultants &amp; Contractors</p>
<b>Overall Position Mandate:</b>	<p>The Recreation Coordinator oversees the management of all recreation facilities and is responsible for the planning and delivery of programs for sport, recreation and leisure in the Village.</p> <p>The Recreation Coordinator provides ongoing advice and expertise in the areas of recreation planning and budgeting, program development and delivery, beautification, and recreation facility management and maintenance.</p>
<b>Primary Position Responsibilities:</b>	<p><i>Following are the primary duties and position responsibilities of the Recreation Coordinator. The following statements are intended to describe the nature and level of work being performed but may not be an exhaustive list of all duties. Other duties and responsibilities may be assigned by the CAO/Clerk.</i></p> <ol style="list-style-type: none"><li>1. Coordinates planning, budgeting and evaluation for all recreation facilities and programs.</li><li>2. Provides ongoing leadership and direction to staff and volunteers in the delivery of sports, recreation and leisure programs.</li><li>3. Oversees the maintenance of sports, recreation and leisure facilities.</li><li>4. Serves as a key contact for public relations.</li></ol>

<p><b>Primary Position Responsibilities Cont.:</b></p>	<p>5. Performs other key duties and responsibilities.</p> <p>6. Promotes collaboration and leadership.</p> <p>7. Ensures accuracy and expediency.</p> <p>8. Manages workload.</p> <p>9. Applies efficient and effective communication.</p>
<p><b>Key Position Activities supporting Primary Position Responsibilities:</b></p>	<p><b>1. Coordinates planning, budgeting and evaluation for all recreation facilities and programs.</b></p> <ul style="list-style-type: none"> <li>• Remains current with trends, philosophies, program directions and funding sources in the sports and recreation field;</li> <li>• Assesses the recreation requirements of the community, conducts research and consults with community groups to understand the needs, interests and desires of all segments of the New Maryland population (e.g., youth, adults, senior citizens, people with disabilities, etc.);</li> <li>• Identifies opportunities and priorities for new sports, recreation and leisure facilities, events, programs and services;</li> <li>• Following the directives of Council, develops program or project proposals and funding proposals or applications;</li> <li>• Incorporates the Recreation Master Plan and Trails &amp; Bikeways Master Plan into planning and the budget process;</li> <li>• Prepares the Recreation Department operating budget and implements the budget once approved by Council;</li> <li>• Prepares a Capital Budget and manages Council approved Capital projects;</li> <li>• Undertakes an annual evaluation of recreation facilities and programs and makes recommendations to Council on the continuous improvement of recreational facilities and program offerings; and</li> <li>• Undertakes monitoring and evaluation of aspects of the Village’s participation in the <i>Shared Recreation Services Agreement</i> with the City of Fredericton and makes recommendations to Council concerning representation on the Regional Recreation Steering Committee.</li> </ul>
	<p><b>2. Provides ongoing leadership and direction to staff and volunteers in the delivery of sports, recreation and leisure programs.</b></p> <ul style="list-style-type: none"> <li>• Works closely with the CAO/Clerk, recreation staff and other staff involved in program or event delivery to ensure that project plans with clear objectives, timelines and deliverables are developed for all major activities, events, and programs;</li> </ul>

<p><b>Key Position Activities supporting Primary Position Responsibilities Cont.:</b></p>	<ul style="list-style-type: none"> <li>• Coordinates the scheduling of all sport rentals and community events and ensures that staff and volunteers are available to support activities or events if necessary;</li> <li>• Consults with the CAO/Clerk on the availability of back-up and support staff to help with the planning and execution of special events;</li> <li>• Supervises and leads programs and events, or ensures that other responsible and qualified people are in place to do so;</li> <li>• Manages any contracts and purchases supplies associated with recreation program delivery;</li> <li>• Maintains clear, concise and complete records on programs, activities, events and facilities for use in future planning and annual evaluation;</li> <li>• Oversees the recruitment, orientation, training, coaching and evaluation of volunteers, the summer staff supervisor, summer staff, gym supervisors, and other casual employees;</li> <li>• Coordinates the scheduling and payroll submissions for gym supervisors;</li> <li>• Participates in information-sharing, priority-setting, strategy development and policy and procedure development; and</li> <li>• Collaborates on team-building initiatives and workplace wellness initiatives to create a positive and highly engaged work environment.</li> </ul>
	<p><b>3. Oversees the maintenance of sports, recreation and leisure facilities.</b></p> <ul style="list-style-type: none"> <li>• Leads a team of recreation staff to ensure that the New Maryland Elementary School Gym, all sports fields and outdoor facilities (Athletic Park, playgrounds, tot lots, pathways, trails and the community garden) are maintained;</li> <li>• Works with staff to develop and implement preventative maintenance programs;</li> <li>• Coordinates projects and grant applications for the beautification of the municipality;</li> <li>• Administers the NMES After School Use Agreement and serves as liaison with the School District;</li> <li>• Manages any contracts associated with recreation maintenance; and</li> <li>• Monitors the use of recreation equipment and facilities and brings any issues or concerns to the attention of the CAO/Clerk and/or Council.</li> </ul>
	<p><b>4. Serves as a key contact for public relations.</b></p> <ul style="list-style-type: none"> <li>• Promotes recreation, sport and leisure amenities in order to ensure that residents are aware of available opportunities and benefits;</li> <li>• Prepares and distributes information to residents on recreation, sport and leisure programs, services and events using appropriate media</li> </ul>

<p><b>Key Position Activities supporting Primary Position Responsibilities Cont.:</b></p>	<p>(e.g., flyers, brochures, newsletters, website, email distribution list, newspaper advertisements, Facebook, Twitter, etc.);</p> <ul style="list-style-type: none"> <li>• Serves as liaison with the Parish of New Maryland Zoomers and administers the Memorandum of Understanding (MOU) between the PNM Zoomers and the Village;</li> <li>• Serves as a Social Media Administrator as per the direction of the CAO/Clerk; and</li> <li>• Represents the Village on various committees and ad hoc/project specific committees to shares information and updates with Council and staff.</li> </ul>
	<p><b>5. Performs other key duties and responsibilities.</b></p> <ul style="list-style-type: none"> <li>• Ensures that all relevant information is collected, and conducts appropriate research, analysis and evaluation of alternatives under discussion to prepare for Council-In-Committee meetings and be in a position to provide informed responses to questions from members of Council and the public;</li> <li>• Prepares correspondence in relation to matters within the scope of authority of the Recreation and Leisure Services Department as required;</li> <li>• Follows up on any action items requested by the Council and/or the CAO/Clerk;</li> <li>• Provides ongoing subject matter expertise and advice on matters related to recreation, including the identification of any risks, liabilities or implications of projects or initiatives;</li> <li>• Shares information with and provides guidance to recreation staff to ensure they are aligned with priorities set by Council for the Recreation and Leisure Services Department, are delivering programs and services in a timely and effective manner, and that all activities are implemented within approved budget allocations;</li> <li>• Liaises with other municipalities, other levels of government, community organizations and other stakeholders to improve recreation services and further the objectives of the municipality.</li> <li>• Prepares monthly reports for the Council meeting containing an update on activities of the Recreation and Leisure Services Department and on the status of projects; and</li> <li>• Attends and/or contributes to other committee initiatives as requested by the CAO/Clerk (ie: Joint Health &amp; Safety Committee and Emergency Response Plan Committee).</li> </ul>
	<p><b>6. Promotes collaboration and leadership.</b></p> <ul style="list-style-type: none"> <li>• Participates in other committees or sub-committees for special projects that may be identified as priority by Council or the CAO/Clerk;</li> </ul>

<p><b>Key Position Activities supporting Primary Position Responsibilities Cont.:</b></p>	<ul style="list-style-type: none"> <li>• Attends Department Head and Direct Supervisor meetings;</li> <li>• Participates in the management team to share information, participate in priority-setting, provide subject matter expertise related to strategy development, identify the financial implications of projects, and collaborates on team-building initiatives to create a positive and highly engaged work environment;</li> <li>• Provides advice and support to other departments and functions of the Village as requested;</li> <li>• Manages and provides leadership to the Recreation and Leisure Services Department staff;</li> <li>• Provides performance based feedback and input related to mid-year and annual performance reviews for the Recreation and Leisure Services Department staff and Summer Day Camp Supervisor; and</li> <li>• Promotes a spirit of collaboration and cooperation.</li> </ul>
	<p><b>7. Ensures accuracy and expediency.</b></p> <ul style="list-style-type: none"> <li>• Quickly applies initiative in all situations to ensure expeditious completion of assignments and required transactions; and</li> <li>• Ensures processes are in place to facilitate accuracy and attention to detail as part of normal work practices.</li> </ul>
	<p><b>8. Manages workload.</b></p> <ul style="list-style-type: none"> <li>• Efficiently manages workload and other related Recreation and Leisure Services Department work activities as required by areas of responsibility and assignments given by the CAO/Clerk;</li> <li>• Organizes and implements work in a manner supporting the capability to complete a variety of tasks and job responsibilities; and</li> <li>• Facilitates the effective distribution of duties within the Recreation and Leisure Services Department staff to ensure appropriate allocation of workload and priority setting.</li> </ul>
	<p><b>9. Applies efficient and effective communication.</b></p> <ul style="list-style-type: none"> <li>• Ensures the CAO/Clerk and other required internal and external relations are informed of issues and requisite policy matters on a timely basis;</li> <li>• Ensures all correspondence is completed on time and in a thorough and comprehensive manner in order to foster positive internal and external perceptions;</li> <li>• Attends meetings and/or municipal events in a fully prepared manner and actively participates in discussions; and</li> <li>• Actively facilitates peers and client work relations and interactions in a positive and professional manner.</li> </ul>

**Core Competencies & Organizational Values:**

Personal characteristics and expectations consistent with Core Competencies & Organizational Values:

**Customer Confidentiality**

- Ensure client, customer and supplier confidentiality is of primary concern and is committed to not discussing, showing or providing any information related to files or verbal discussions to any person(s), organization(s) or Village’s suppliers for any reason unless otherwise authorized by the CAO/Clerk.

**Communications**

- Communicates on a regular and timely basis information that is relevant to the Village of New Maryland and related employees.
- Communicates both one-on-one and in team settings, whichever is most appropriate and cost effective.
- Ensures two-way communication. Listens and delivers clear, concise messages to employees and residents.
- Constructively challenges organizational routines and practices, and supports new ideas.
- Presents information before groups and individuals in a meaningful, stimulating and effective manner.
- Ensures written communications are complete and delivered in succinct, articulate messages.
- Communicates in a manner that influences and motivates.

**Professional Development**

- Participates in continuous learning. Is actively engaged in self-development. Utilizes success, setbacks, challenges and change as learning opportunities.
- Effectively utilizes feedback, coaching and the appraisal process as a developmental and re-directional productive tool.
- Attends formal training, either within or outside the workplace. Training is to be linked with results in improved performance.
- Proactively supports the Recreation and Leisure Services Department employees in their career plan development and acts as a catalyst in their employee development.
- Provides opportunities for planned employment development and experiential learning.
- Encourages Recreation and Leisure Services Department employees to attend formal training with results to be linked to improved performance.

**Teamwork**

- Proactively promotes a climate of teamwork.
- Demonstrates respect for the thoughts and opinions of others, and supports the outcome of the Team.
- Provides a positive role model.
- Demonstrates expertise in team problem solving, decision-making, consensus building, and conflict management.

**Core Competencies & Organizational Values Cont.:**

**Empowerment**

- Empowers (motivates, recognizes, rewards, coaches) Recreation and Leisure Services Department employees to enable them to contribute to the successful implementation of the goals and objectives of Council.
- Ensures that employees have the tools, support and resources required to achieve success.
- Acts decisively to resolve urgent issues and seeks opportunities to effectively delegate issues to appropriate stakeholders.

**Customer Focus**

- Understands the link between the employees and residents.
- Initiates cost effective actions, innovations and plans to meet or exceed the needs of our residents.

**Practices and Processes**

- Utilizes technical abilities to ensure efficient and effective functioning in the area of responsibility.
- Persistently and constructively critiques and improves systems, practices and processes.
- Persistently strives to achieve the lowest possible cost without sacrificing customer service or employee commitment.

**Planning and Problem Solving**

- Effectively handles multiple priorities by utilizing effective organizing, planning and time management skills.
- Manages workload strategically.
- Analyses and identifies problems and seeks relevant information to creatively generate viable solutions.

**Measurement**

- Utilizes benchmark measures to determine relative performance. Shares this information as relevant feedback to applicable employees and in applicable decision-making.
- Sets challenging standards and uses measurement not only as a method of assessing performance against standards, but also as a catalyst for achieving higher standards.

**Persistence and Tenacity**

- Possesses the perseverance required to overcome barriers to effective change.
- Is relentless in “follow through”.
- Demonstrates the persistence and stamina to translate decisions into action.
- Proactively overcomes barriers to success and perseveres through adversity.

**Energy and Initiative**

- As a self-starter, seeks challenges and with little direction takes initiative to solve problems and realize opportunities.
- Displays and maintains a high activity level.
- Has a bias for action and making things happen.

<p><b>Core Competencies &amp; Organizational Values Cont.:</b></p>	<p><b>Integrity and Trustworthiness</b></p> <ul style="list-style-type: none"> <li>• Builds relationships based on trust and integrity with all fellow employees and customers/residents.</li> <li>• Demonstrates care for safety and wellbeing of employees.</li> <li>• Builds positive relationships by demonstrating consistency in behavior, openness in communication, candor and a commitment to fairness and honesty.</li> </ul> <p><b>Flexibility and Adaptability</b></p> <ul style="list-style-type: none"> <li>• Demonstrates versatility in inter-personal relationships and management style.</li> <li>• Adapts to a wide range of situations.</li> <li>• Seeks and welcomes positive change, manages ambiguity and adapts to stressful situations.</li> <li>• Helps those around them through uncomfortable transitions.</li> </ul>
<p><b>Qualifications:</b></p>	<p>To perform this job successfully an individual must be able to achieve each of the key objectives outlined previously.</p> <p>The minimum qualifications required to successfully perform the job of Recreation Coordinator are as follows:</p> <ul style="list-style-type: none"> <li>❖ Completion of a post-secondary degree or diploma in Recreation Management, Kinesiology, or a relevant discipline (such as Event Management or Marketing &amp; Communications);</li> <li>❖ Three to five years of experience in the development and delivery of sports, recreation and leisure programs;</li> <li>❖ Experience in a Supervisory role and/or HR training;</li> <li>❖ Experience with social media tools;</li> <li>❖ Current First Aid and CPR or the willingness to acquire certification;</li> <li>❖ RCMP criminal record check clearance and vulnerable sector check;</li> <li>❖ Valid New Brunswick driver’s license Class 5; and</li> <li>❖ Equivalent combinations of education and experience may be considered.</li> </ul>
<p><b>Knowledge, Skills &amp; Ability:</b></p>	<p>The following knowledge, skills and abilities are required:</p> <ul style="list-style-type: none"> <li>• Knowledge of recreation, sport and leisure program administration, management and delivery;</li> <li>• Knowledge of any relevant municipal policies, procedures, regulations and by-laws pertaining to recreation;</li> <li>• Knowledge of relevant Occupational Health and Safety regulations and Environmental regulations;</li> <li>• Knowledge and understanding of the social, cultural and demographic composition of the Village of New Maryland, including the recreation opportunities and challenges that face the municipality</li> </ul>



<p><b>Knowledge, Skills &amp; Ability Cont.:</b></p>	<ul style="list-style-type: none"> <li>• Skill in using office equipment, computers and software, including proficiency in Microsoft Office programs;</li> <li>• Effective communication skills, including the ability to listen actively, respond verbally in a manner that is clear and respectful, and prepare written communications that are clear and concise;</li> <li>• Flexibility, including the ability to adapt to and work effectively within a variety of situations and with various individuals or groups;</li> <li>• An orientation to coaching and developing others to participate in healthy living behaviors and activities;</li> <li>• Analytical and problem solving skills, including the ability to research, analyze and evaluate alternatives and develop recommendations related to recreation planning, program delivery and facility management;</li> <li>• Planning and organizational skills, including the ability to develop and implement operational goals, objectives, priorities, practices and procedures,</li> <li>• Time and stress management skills, including the ability to prioritize work, manage multiple demands, meet tight deadlines, remain calm during crises, respond constructively and support others in challenging situations; and</li> <li>• Teamwork and relationship-building skills, including the ability to establish and maintain effective working relationships with peers, subordinates, Council members, residents, government officials, auditors, contractors/suppliers, business representatives and other stakeholders.</li> </ul>
<p><b>Working Conditions:</b></p>	<p>The role of the Recreation Coordinator frequently involves working both on evenings and weekends to facilitate and supervise a wide range of recreation, sports and leisure activities, programs and events. The Recreation Coordinator has to oversee a number of indoor and outdoor facilities and may have to manage multiple projects and a number of staff and volunteers at once.</p> <p>The incumbent may be interrupted frequently to meet the needs and requests of residents. The incumbent may find the environment to be busy, noisy and sometimes chaotic, and will need excellent organizational and time and stress management skills to keep activities and events on track and accomplish required tasks in a timely and effective manner. The Recreation Coordinator must be prepared to deal with injuries, accidents and emergencies as a result of recreational, community and sports events.</p> <p>In the case of emergencies or critical incidents, the Recreation Coordinator may be required to perform duties in support of the Emergency Operations Centre.</p>

<p><b>Physical Requirements:</b></p>	<p>The Recreation Coordinator may spend long hours sitting and using office equipment and computers, which can cause eye and muscle strain.</p> <p>The incumbent is expected to supervise, oversee and monitor activities and events in all weather conditions. The incumbent may be required to lift, carry and manage equipment and supplies and to lead and participate in strenuous physical activities, both indoors and outdoors.</p>
<p><b>Hours of Work:</b></p>	<p>The standard hours of work are 8:30 a.m. to 4:30 p.m. Monday to Friday except on statutory holidays, other than during Summer Hours. The Summer Hours are 8:00 a.m. to 4:30 p.m. Monday to Thursday and 8:00 a.m. until 1:00 p.m. on Friday during the months of July and August. There is also a requirement to attend designated Council-In-Committee meetings, budget meetings and participate in community events held periodically on evenings or weekends.</p> <p>The Recreation Coordinator is required to flex hours to meet the demands of attendance at community events and programs, as authorized by the CAO/Clerk.</p> <p>Under special and reasonable circumstances, primary position responsibilities may need to be scheduled outside of regular work hours.</p> <p>For additional information, please see the latest revision of the HR Policy Manual.</p>
<p><b>Salary:</b></p>	<p>The current salary range for this position is \$56,527 - \$72,678.</p> <p>It is a requirement for all staff members to work the New Maryland Day event and the Remembrance Day service.</p>

*Certification and Approval*

<b>Employee Certification</b>	<b>Supervisor – CAO/Clerk Certification</b>
<p>I certify that I have read and understand the duties and responsibilities assigned to the position of the Recreation Coordinator.</p> <p>Employee Signature:</p> <hr/> <p>Employee Printed Name:</p> <hr/> <p>Date:</p> <hr/>	<p>I certify that this position profile is an accurate description of the duties and responsibilities of the position of the Recreation Coordinator.</p> <p>CAO/Clerk Signature:</p> <hr/> <p>CAO/Clerk Printed Name:</p> <hr/> <p>Date:</p> <hr/>