

Municipality of *Bluewater*

HIRING COMMUNITY RECREATION COORDINATOR (12-18 MONTH CONTRACT)

Join Us as a Community Recreation Coordinator!

This dynamic role is ideal for someone who is passionate about building community through recreation, wellness, and events. You'll be responsible for planning and delivering engaging programs in our parks and facilities, fostering partnerships, facility bookings, managing volunteers, and supporting inclusive community involvement.

This is a temporary position to cover a parental leave, expected to be approximately 12 months in duration, but may be extended up to 18 months, depending on the employee's return date.

What Will You Do?

- Plan and deliver inclusive recreation programs, wellness classes, and community events.
- Coordinate facility bookings and manage program registrations.
- Develop sponsorship strategies.
- Supervise seasonal staff and volunteers.
- Build partnerships with local organizations and support community-led events.
- Promote events through municipal communications and social media.
- Ensure programs meet safety standards and align with community needs.

Work Schedule

- The typical work week is 35 hours, with a flexible schedule that includes evenings and weekends
- Work will take place at various parks and municipal facilities throughout Bluewater.

What You Will Bring

- Post-secondary education in recreation, leisure, marketing, facility management, or a related field, considered an asset.
- At least 2 years of experience in recreation programming.
- Strong leadership, communication, public relations and organizational skills.
- Experience working with volunteers and community partners.
- Knowledge of recreation software (e.g., ActiveNet), Microsoft Office, and social media promotion.
- A valid Class G Driver's Licence with drivers abstract.
- Current First Aid & CPR certification.
- A Vulnerable Sector Check.

Compensation

- \$31.15 - \$38.93 per hour, optional enrollment in OMERS pension plan

Apply By: Submit your resume by 4:00pm on Friday, October 10, 2025

Submit Your Resume To

Maggie Off, Manager of Facilities, Recreation & Parks facilities@municipalityofbluewater.ca

Visit <http://www.municipalityofbluewater.ca/municipal-office/careers/> to view Job Description.

- This is an external job posting
- No Canadian experience is required to apply
- No AI or automated systems are used in screening applicants

The Municipality of Bluewater is an equal opportunity employer. We are committed to inclusive hiring practices and providing accommodation throughout the recruitment process. Please let us know your needs in advance.

Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used solely for the purpose of assessing eligibility for employment with the municipality.

We thank all applicants for their interest. Only those selected for an interview will be contacted.

MUNICIPALITY OF BLUEWATER

POSITION DESCRIPTION: Community Recreation Coordinator

DEPARTMENT: Facilities

REPORTS TO: Manager of Facilities

POSITIONS SUPERVISED: Day Camp Coordinator, Day Camp Leaders, Program Facilitators and Instructors, Volunteers

PAY STATUS: Hourly

Position Summary

Under the supervision of the Manager of Facilities, the Community Recreation Coordinator will plan, promote, implement, and facilitate a series of recreation programs and events in municipal facilities and parks that meet the needs of the community in Bluewater and successfully meet the project's goals and objectives. The role also includes overseeing facility bookings, managing volunteers, developing sponsorship strategies, and acting as a liaison for community partners and special events.

Major Responsibilities:

- Design, develop and implement a recreation and community programming plan that meets the communities needs outlined in the Recreation Master Plan and the needs of all demographics.
- Manage facility bookings (i.e ice permits) and activity registrations (i.e Day Camp, Wellness Classes, etc.) using ActiveNet.
- Coordinate and manage the ice allocation schedule.
- Coordinate and be the liaison to the Municipality for Community Events and Special Events hosted in/on municipal facilities.
- Oversee Day Camp Program.
- Supervise Camp Coordinator and Camp Leaders.
- Recruit and coordinate contracted instructors for wellness classes, specialty programs, and recreational sports.
- Develop and manage the annual recreation and day camp budgets.
- Build and maintain partnerships with service clubs, volunteer organizations, parks associations, cultural groups, sports organizations, and businesses.
- Develop and implement a sponsorship strategy to raise support for proposed programs (i.e Public Skating, Day Camp, PA Day Camp etc.), Facility Advertising (i.e Olympia, Arena Rink Board etc.) and Commemorative programs (i.e pathway engravement).
- Establish and maintain a Volunteer Management Program to recruit, train, recognize, and retain volunteers and convenors.
- Promote recreation programming and events using the municipal website, social media, and other public relations tools.
- Apply for recreation related grants and ensure compliance with grant parameters, budgets, and reporting deadlines.
- Prepare proposals and relative reports to Council including project milestones and accomplishments.
- Formulate performance measures and regularly evaluate program outcomes to ensure alignment with community needs.
- Responsible to maintain a work environment where an exceptional customer service orientation is strongly held and is visible through regular interaction with the public.

- Ensure compliance with regulations, provisions i.e. Occupational Health and Safety, and municipal policies and procedures. Ensure due diligence is carried out in all areas of risk management and safety training in the Municipality.
- Adhere to and enforce all municipal, provincial, federal and Public Health guidelines, protocols, and best practices.
- Perform other duties as assigned.

More Details:

- Handle participant disputes and resolve issues related to program delivery and event coordination.
- Revise procedures and policies relating to the safe operation of programs and special events.
- Maintain confidentiality of participant information, including medical and emergency data.
- Demonstrate creative problem-solving, prioritization, and multitasking in a dynamic environment.
- Exhibit leadership while working independently and as part of a team.
- Availability to work evenings and weekends, as required.

Qualifications:

- Diploma or enrollment in a university or college program in recreation, leisure, marketing or facility management or related discipline.
- Minimum of (2) years of relevant experience in recreation programming.
- Strong interpersonal, communication, leadership, and public relations skills.
- Knowledge and experience in the operations and framework of municipal government.
- High Five Principles of Healthy Child Development (PHCD), or willingness to obtain prior to employment.
- Experience planning and coordinating events.
- Current Standard First Aid and CPR.
- Valid Class G Drivers Licence.
- Clean Drivers Abstract.
- Vulnerable Sector Background Check.
- Strong knowledge of Microsoft Office Suite.
- Knowledge InDesign software as an asset.
- Knowledge in recreation based booking software (i.e ActiveNet) and assets management software (i.e RFAM) as an asset.

Working Conditions:

- Frequent interruptions requiring flexibility and priority setting.
- Long hours concentrating on a computer.
- Mental strain in dealing with challenging participant behaviour and caregivers.
- Some light lifting required.
- Physically active position when playing with children.

APPROVALS:

Incumbent

Date

Manager

Date