



City of Brandon Job Description			
Job Title:	Recreation Coordinator – Sportsplex		
Division:	Operational Services		
Department:	Parks & Recreation Services		
Section:	Recreation	Affiliation:	Out of Scope
Reports To:	Manager of Recreation	Status:	Permanent
Pay Grade:	5	Level Cap:	8

PURPOSE OF POSITION

Recreation Coordinators are responsible for recreation services within their assigned area. Leadership work with sport and recreation organizations, private businesses, members of the community to develop a mix of recreation programs utilizing recreation facilities, community centres, schools, parks, churches and private rental halls. The Recreation Coordinator - Sportsplex is responsible for the Canada Games Sportsplex Facility, and it's Staff, including Facility Operators and Utility Workers.

TYPICAL DUTIES AND RESPONSIBILITIES

Planning & Service Delivery

- Aligning with the needs of the community, identify, plan, execute, and evaluate projects, events, and activities. Activities related to this include:
 - Conducting research and needs analysis
 - Conducting stakeholder consultation and forming partnerships,
 - Development-related financial activities such as researching grant opportunities, completing grant applications and reports, and City budgeting functions (planning, monitoring)
 - Developing and managing contracts and agreements,
 - Initiative staffing, either paid or volunteer, including recruitment, training, scheduling, supervising, and coaching
 - Monitors delivery, bringing all together into a an organized and successful endeavor
 - Promoting and marketing, including securing stakeholder support and public participation
 - Reporting on initiative status, effectiveness, and identifying future opportunities.
 - Ensures the services of the Sportsplex are aligned with the City's vision.
 - Guides the day to day operations of the Sportsplex and all activities in the facility.
 - Plans, organizes and directs the activities of employees engaged in the operation of building maintenance.
 - Maintains awareness of the physical conditions of the facilities and initiates corrective action.

Administration

- Interprets legislation, regulations, by-laws, policies, etc. as they relate to The City of Brandon and its employees;
- Develop and present policies for approval related to Parks & Recreation Services while working with Community stakeholders;
- Ensures compliance with all workplace health and safety regulations. Adherence to applicable collective agreements, legislation, policies or procedures;
- Assist with the budget process, including capital and operations related expenses.
- Ensures cost effective and efficient use of City funds when acquiring any goods and/or services as per the Procurement Policy.
- Ensures program fees and services align with the Recreation Fee Policies and guidelines
- Negotiates, manages and maintains services or contracts for Community initiatives or project area.
- Carries out administrative work that may include written correspondence, preparing submissions and reports for government bodies or other agencies.

Required Competencies:

Customer Focus:

- Ably discovers, understands and meets needs of customers, conducting and incorporating research and customer feedback
- Gives customers' needs priority and responds quickly to customer concerns
- Builds positive and successful customer relationships.

Results Focus

- Exhibits commitment to goals and consistently delivers results. Holds self and others accountable for performance
- Demonstrates personal initiative and independent motivation. Is action and results-oriented.
- Handles high volume workload; makes required adjustments to achieve required results
- Accepts pressure and maintains composure and perspective in tense situations; exhibits self-awareness and self-control
- Manages physical reactions to stress and avoids burnout through stress-relieving activities and monitoring life balance

Project Management:

- Demonstrates the ability to work within timelines, City structure, and budgets for successful completion of assigned tasks or projects
- Understands and monitors critical path for projects and processes
- Assigns roles and communicates with project team effectively

Interpersonal Communication:

- Is precise and concise in communications; conveys information in a professional manner; "connects" with audience
- Expresses self well one-on-one or in groups, verbally and in writing
- Builds rapport with all levels within and outside the City Of Brandon Confronts or asserts with strength, tack and diplomacy

- Is culturally sensitive, skillfully supports cultural or other forms of diversity

Handling Conflict:

- Does not allow harsh words or strong negativity to affect composure
- Listens well and seeks understanding even with disagreeable persons
- Utilizes varying approaches in conflicts including accommodation, assertiveness, or compromise

Organizing:

- Puts resources or processes into logical, comprehensible and aesthetically pleasing order
- Plans and execute plans for events, task or processes in an efficient manner
- Secures and provides all resources needed to effectively accomplish a task, assignment or event, brining all together in an organized and successful endeavor
- Capably handles required administrative functions such as word and document processing, file management, meeting or event planning, scheduling, report compilation and calendar management
- Is accurate and methodical with details and numbers

Leadership:

- Is comfortable taking leadership role
- Ably directs and guides people and processes, with or without formal authority
- Suitable commanding but capable of finesses and more subtle influencing approaches
- Inspires; shares vision; exhibits charisma and professional presence
- Coaches; skilled at formal training or informal coaching and instructing on specific tasks
- Team-oriented: promotes a team culture; within team, fulfills own role and can be counted on to step up, assist others and support team as needed

Problem Solving/Decision-Making

- Sees and is able to define problems; investigates, assess and correctly identifies root causes
- Proactively implements fixes and changes as needed to keep small problems from becoming big problems
- Capably makes decision appropriate to authority level
- Bases decisions on verified information, business acumen and informed intuition
- Is timely in decision making; can reconcile ambiguities and take action without total picture when required
- Collaborates in decision-making when appropriate

NOTE: This description is not intended to limit the assignment of work or be construed as a complete list of the many duties to be performed by the incumbent.

POSITION QUALIFICATIONS

SKILLS

- Demonstrated program development and implementation skills;
- Demonstrated initiative to independently plan, organize and prioritize workload leading to successful implementation of comprehensive programs in a constantly changing dynamic environment;
- Demonstrated leadership including establishing focus, providing motivational support, fostering teamwork, and empowering others;
- Demonstrated effective oral and written communication with the general public, other Division employees, City Council and external organizations, agencies and regulatory bodies;
- Interpersonal skills combining active listening with effective communications, including ability to extract pertinent information;
- Demonstrated success in securing commitment and support for areas of expertise;
- Proficient use of computer equipment, operating systems, word processing, spreadsheet and database software.

KNOWLEDGE

- Working knowledge of legislation, regulations, policy, etc. relevant to area of expertise;
- Knowledge of City protocol used to manage situations effectively in all areas of the organization and in the Community;
- Practical knowledge of the principles and practices of planning and management as related to the Recreation section.
- Understanding Recreation and its links to community health and vibrancy.

ABILITIES

- Ability to effectively communicate both verbally and in writing and to collaborate with all levels of the organization, government and outside agencies;
- Ability to develop funding and grant proposals, presentations and formal reports;
- Demonstrated ability to respect and understand varying cultural and socio-economic backgrounds;
- Ability to focus and maintain strong morale in the community;
- Ability to motivate people and maintain good morale among employees;
- Works to build teams and enhance team cohesiveness and goal achievement in the organization and the community;
- Ability to pull together a diverse team of highly effective, collaborative volunteers who have the ability to impact community changes;
- Ability to establish rapport with people, influence opinions, attitudes or judgements;
- Ability to resolve issues in a timely manner;
- Willingness to participate in training and self development programs;
- Willingness to work evenings and weekends as the project/program requires;
- Willingness to adapt to new technological changes and improvements;
- Ability to meet travel requirements of the position as the project/program requires;
- Ability to hold and maintain a valid Manitoba Class 5 driver's license.

EDUCATION

- Grade 12, G.E.D. , or Mature High School Diploma;
- Prefer a post secondary degree or diploma in a related field;
- Demonstrated continuous learning.

EXPERIENCE

- Prefer a minimum of five (5) years experience in municipal government;
- Minimum of four (4) years experience in management responsibilities, including human resources, fiscal management and organizational management. Specific experience areas include work planning, control of budget, schedule and task execution, contract and subcontract management, grant funding or proposal writing and personnel management and supervision;
- Minimum of four (4) years experience in recreation or recreation related field.
- Experience working with collective agreements or corporate policies an asset;
- Leadership training to include communication, teamwork and management skills an asset;
- Experience to understand and develop a vision and communicate the vision to an organization, group or community.

NOTE: The qualifications are not intended to limit the opportunities for interested candidates but provide the candidates with an understanding of the level of expertise required in this position.

WORK CONDITIONS

PHYSICAL CONDITIONS

The duties of the Recreation Coordinator - Sportsplex are carried out both in an office environment, as well as in community locations, with some activities requiring travel to other facilities or work sites.

- Sits at desk using keyboard and office equipment (daily);
- Uses hands, arms, shoulders at various counter heights (daily);
- Stands, walks, climbs or other movements necessary to attend and demonstrate skills in the work environments of the Division (daily);
- May be required to operate a motor vehicle (daily);
- Presents to large and small groups (frequently);
- On site presence (daily);
- May be required to lift or move project items and equipment.

PSYCHOLOGICAL/STRESS CONDITIONS

The Recreation Coordinator – Sportsplex work load and environment may increase employee emotional or stress levels.

- Interruptions and requests in multiple areas (daily);

- Upset customers on the telephone and in person (frequently);
- Deals with opposition to change (frequently);
- Demanding issues involving employees and/or union groups (occasionally);
- Participate in group decision making and projects (daily);
- Demanding issues involving the community, business and industry (frequently);
- Manage potential for public outcry and scrutiny regarding service delivery decisions (occasionally);
- On call to manage emergency situations (frequently).

WORK CONDITIONS

The Recreation Coordinator – Sportsplex works independently and as part of a team providing support to a variety of people.

- Self motivated and quality driven to perform independent projects (daily);
- Wide variety of tasks requiring ability to manage multiple projects and make independent decisions (daily);
- Work in a shared and consultative manner with other employees and external groups (daily);
- Travel throughout the City and visit various facilities or work sites in all types of weather conditions (daily);
- Distance travel may be required (occasionally);
- May be required to be available outside of normal working hours (frequently).

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

Department Head: _____

Human Resources: _____

Date: _____