

Town of Wasaga Beach
JOB DESCRIPTION



Department: Recreation, Events and Facilities	Division: Recreation
Effective Date: April 1, 2019	Revision Date: March 17, 2019
Approved By:	Wage Range: \$24.62 - \$28.81 (2018 rates)
Hours of Work: 40 Hours/wk; varied shifts	Value Group: 4

JOB TITLE:

Older Adult and Volunteer Programmer

REPORTS TO:

Recreation and Youth Coordinator

SUBORDINATE POSITIONS:

Volunteers (approx. 200)

JOB PURPOSE:

Reporting to the Recreation and Youth Coordinator to develop, implement and evaluate volunteer management and recreation programming for older adults. In addition, liaising with community groups, organizations and internal departments following industry best practices for volunteer recruitment, retention and recognition as well as delivering Town endorsed recreation programs.

TASKS:

% of Time

1. RECREATION PROGRAMS FOR OLDER ADULTS

45%

- Research, develop, implement and evaluate sustainable recreation programs that meet the needs of Older Adults in the community;
- Maintain accurate program based statistics so informed decisions can be made;
- Build relationships with older adult program participants;
- Report monthly to the Recreation and Youth Coordinator on Older Adult and Volunteer activities, achievements and new programs;

- Direct program delivery in the cases where a program is requested or a need is identified and volunteers or instructors are unavailable;
- Maintain a drop-in friendly environment for older adults who are seeking information regarding programs, local services and resources;
- Support Age Friendly mandates and liaise with Age Friendly Coordinator.

2. VOLUNTEER MANAGEMENT

25%

- Ongoing creation of new volunteer opportunities;
- Ongoing recruitment through presentations, in person meeting and volunteer orientation sessions;
- Follow industry best practices and town procedures to ensure that volunteers are properly vetted for the appropriate programs, events and tasks;
- Ensure volunteers are retained through proper training, development and evaluation;
- Recognition of volunteer services for the town of Wasaga beach;
- Ongoing maintenance and development of volunteer database;
- Working with internal departments to schedule volunteers for various town initiatives appropriately;
- Work with external organization to help fill volunteer request and assist in providing resources to ensure third party groups can become self-sustaining volunteer managers.

3. MARKETING

15%

- Assist in creation and distribution of media releases about upcoming programs and events;
- Promotion and advertising of upcoming events – newspaper, website, prepare posters etc. to solicit partners and organizations for special initiatives, programs and events.

4. FACILITY MONITORING

10%

- Reporting on facility maintenance issues;
- Cleaning as required;
- Set up and take down of program spaces and ensuring that program equipment is safe and suitable for use;
- Liaise with local community groups and businesses to promote rental of small facilities. Assist those groups with questions before, during and after their programs.

5. OTHER DUTIES

5%

- Assist with older adult sport leagues, tournaments and the sustainability of senior sport programs in Wasaga Beach;
- Develop presentation material to deliver to special interest groups;
- Other duties as assigned.

QUALIFICATIONS / EDUCATION:

- Completion, or enrollment in, a post-secondary degree or diploma in Recreation and Leisure Services, Therapeutic Recreation or Sports Administration and/or significant related experience gained in the field of Recreation;
- Leadership skills with an ability to communicate effectively with all levels of staff, elected official, the business community and general public;
- Excellent analytical, conflict resolution and project/time management skills;
- Able to work as part of a team;
- Strong computer skills utilizing Microsoft Word, Outlook, Excel, PowerPoint and program registration software systems;
- Understanding of social media platforms;
- Ability to work a variety of shifts during the day, evenings, weekends and statutory holidays' and able to assume a flexible work schedule;
- Valid class G Ontario driver's license with an appropriate abstract and appropriate vulnerable sector criminal reference check.

PROFESSIONAL DESIGNATION:

- NCCP or sport specific coaching accreditations considered an asset;
- ORFA or PRO certifications and accreditations considered an asset;
- Certificate in Volunteer Management considered an asset.

EXPERIENCE:

Six (6) months previous related job experience, six (6) months on the job, one (1) year total relevant experience.

ACKNOWLEDGEMENT OF RECEIPT:

Employee (please print name & sign)

Date

HR/Manager (please print name & sign)

Date

Department Head (please print name & sign)

Date