MUNICIPALITY OF THE COUNTY OF CUMBERLAND

Position Description

Parrsboro, Pugwash, Springhill
Summer Sports Coordinator

Term of employment: May 6th – September 2nd, 2024

Description

The Summer Sports Coordinator is responsible for overseeing the development and implementation of all sport programming, coaching, and for ensuring that it meets the Municipalities highest standard of programming. They work alongside the Summer Recreation Supervisor with the ongoing supervision, support, and evaluation of the Summer Program Leaders during all summer programs and special community events. Beyond overseeing all sport programs, the Sport Coordinator is responsible for supporting day camp programs, and community-based special events when needed. The Sports Coordinator must have a passion for sports, connecting residents to the outdoor, increasing their physical activity, and be motivated to explore new opportunities within our current programs. Sports Coordinator will be required to facilitate, coach, and assist in the promotion and operation of all summer programs.

Successful candidates must be able to adapt to a fast-paced environment and be willing to work collaboratively with others. They also must be task oriented, able to work independently and have excellent time management and communication skills. Prior supervisory experience is an asset.

This position is based on a 40-hour work week. It may require evenings and, on rare occasions, weekend shifts.

The Summer Recreation Sports Coordinator will report directly to the Recreation Programmer.

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Key Outcomes and Responsibilities

- Assist in the development, creation, and implementation of the summer recreation sport programs– with the possibility of assist with pop-up programs, day camp program and special community events and activities.
- Work in coordination with the Recreation Programmer and Summer Recreation Supervisor in the development and delivery of in-house staff training.
- Work in coordination with the Recreation Programmer and Recreation Summer Supervisor in the creation and delivery of summer program promotional materials, registration, and communication.
- Work in cooperation with the Recreation Programmer with scheduling, volunteer recruitment, registration and delivery of the summer sport programs and community programs – with the possibility of assisting with day camp.
- Ensure all programs have a safe, age-appropriate delivery and approach.
- Evaluation of programs, events, and Summer Recreation Leaders.
- Budget tracking.
- Staff and volunteer scheduling.
- Assist in program delivery when needed.
- Submit bi-weekly program reports to Recreation Programmer.
- Communication between parents, municipal staff, co-workers, community members, coaches, and key stakeholders.

Qualifications and Skills

- Proficiency in Microsoft Office, Word, Excel, Power Point, Publisher, & Canva is an asset.
- Excellent time management, coordination, and communication skills.
- Ability to work independently as well as in a team environment.
- Prior supervisory experience (work or volunteer) is an asset.
- Quality conflict resolution and leadership skills.
- Positive attitude and forward-thinking skills.
- Knowledge of sports programming, specific rules and regulations, & proper techniques.
- Knowledge of child and program development, and prior work experience in sport programming is an asset.

Requirements

- Post-Secondary education in related field of work - or equivalent experience – is an asset
- Criminal Record Check and Child Abuse Registry Check
- Current Emergency First Aid and CPR
- Ability to legally work in Canada
- Valid driver's license and ability to travel regionally

The hourly rate is starting at $16.73