



Village of Belledune Job Description

Position Title:	Recreation and Wellness Coordinator
Salary:	\$45,000- \$55,000
Department or Service Area:	Public Health / Recreation
Reports to:	Chief Administrative Officer

Position Summary:

The Village of Belledune has decided to fill the position of Recreation and Wellness Coordinator within its administrative organization. The successful applicant will play a key role in transforming Belledune into an active and vibrant community where people of all ages will be able to have the opportunity to adopt and maintain a healthy lifestyle. The Recreation and Wellness Coordinator will oversee the management of recreational facilities, including but not limited to, the Veteran's Memorial Arena, the Jacquet River Campground, and all health and wellness programs.

Essential Duties and Responsibilities:

Reports to the Chief Administrative Officer of the Village of Belledune.

Responsibilities:

The Recreation and Wellness Coordinator will be responsible and accountable for the ongoing planning, implementation, development, and evaluation of sport, recreation, healthy living, and leisure programs in the community.

The Recreation and Wellness Coordinator will work in co-operation with community groups and agencies, according to their needs and Municipal policy, to ensure that a wide range of sport, social, cultural and recreational programs are provided across the municipality. They will promote programs, seek out activity volunteers and leaders and provide assistance to community-initiated programs as needed including through advertising and promotional efforts.

This position will be responsible for sourcing and applying for grant funding opportunities through government or other social development channels, and for suggesting recommendations to the Public Works Manager in regards to repairs, maintenance and replacement of relevant municipal infrastructure.



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Facilities and Infrastructure Management

The Recreation and Wellness Coordinator will be responsible for continual development of existing wellness programs, completing a needs assessment to determine potential programs for residents, and the creation and implementation of the most appropriate programs. The Recreation Coordinator will be expected to attend any relevant meetings of the Chaleur Regional Service Commission Recreation Advisory Committee, future Municipal Recreation Advisory Committees, and provide statistical reporting to these Committees and Council. The Recreation Coordinator will also liaise with Festivity Committees to ensure successful implementation of local annual functions.

Education and Experience Requirements:

Two to five years of administrative experience is required, and preference will be given to those with a background in health and recreation. Post-secondary education in Recreation or equivalent will be considered a significant asset. A combination of education, training and/or experience will also be considered.

A valid driver's license and access to personal vehicle will be essential to the completion of the successful candidate's duties.

The following attributes will be viewed as assets:

- Municipal administration experience
- Strong ability in recreation program design, development, implementation and evaluation
- Experience in staff and volunteer organization and supervision
- Experience in grant application writing and awareness of resources that exist to assist with recreation programming costs
- Strong ability to interface with the community, various levels of government and consultants
- Working knowledge of current recreation trends
- Proficiency in report writing, budget management, time management, and defining goals and objectives
- Strong communication skills and ability to appropriately deal with a number of different target populations
- Proficiency in gathering information, setting priorities and providing direction and sound judgement with respect to recreation related matters
- Experience with and understanding of effective advertising and marketing techniques
- Written and spoken competency in English is required. Written and spoken competency in French will be considered a significant asset
- Preference will be given to applicants residing in Belledune, or willing to relocate to Belledune



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Primary tasks and job activities may include but are not limited to:

- Coordinate budgeting, planning and evaluation for all recreation facilities and programs
- Deliver leadership and directions to staff and volunteers in the delivery of sports, recreation, health, wellness and leisure programs
- Seek out and apply for any and all recreational funding opportunities
- Develop and assist with the implementation of special events for all ages based on community needs, and actively participate in specific community operated events when necessary
- Establish and maintain public relations in the community
- Respond to community needs and public inquiries/complaints as they relate to recreation programming
- Promote and publicize all recreation/leisure programs/services through the incorporation of media sources, and direct customer/community contact
- Organize, coordinate and facilitate meetings with individuals, user groups, schools, community groups, etc., assisting with their needs as required (access to facilities, promotion, connections with other groups, etc.)
- Appropriate managing of Village of Belledune social media accounts
- Coordinate community recreation resources and encourage communication and cooperation among partners involved in the provision of their recreational and cultural services to avoid duplication of efforts
- Liaise with the Provincial, Federal and other municipal government departments to enhance the delivery of recreational and cultural services in the Village of Belledune
- Develop and maintain a complete inventory of recreation resources within the Municipality Collect, evaluate and provide statistical reporting to the Chaleur Regional Service Commission, future Municipal Recreation Advisory Committee and Council based on user surveys and other statistical information gathering exercises
- Attend Recreation Advisory Committee meetings
- Attend Parks and Recreation programs, conferences, workshops, meetings, and events, beyond the normal workday when necessary
- Help achieve optimal usage and maintenance of Belledune's Recreational Infrastructure, including coordination with janitorial services, promoting rental availability, and seeking out opportunities for operational cost savings
- Other responsibilities as defined by the CAO

Remuneration:

As a full time employee of the Village of Belledune the successful candidate will be part of the benefits package.

The starting salary for the position will be commensurate with experience and ability.