

**POSITION DESCRIPTION**

<b>Position:</b>	Community Development/Recreation & Events Assistant	<b>Type:</b>	<b>Non-Union</b>
<b>Incumbents:</b>			
<b>Reports To:</b>	Director of Community Services		
<b>Date:</b>		<b>Next Review Date:</b>	
<b>Positions Supervised:</b>	None		

**PART I - DESCRIPTION OF JOB REQUIREMENTS****General Accountabilities**

The Community Development/Recreation and Events Assistant provides support for a variety for planning, development and delivery of registered and drop-programs for the Township under the supervision of the Director of Community Services Director or designate(s).

**Specific Accountabilities**

**The following responsibilities are not listed in order of priority:**

**Maintenance & Operations**

1. Assists in the planning, development and execution of a variety of recreation programs for youth, adults and adults 60+.
2. Assists in the planning, development and execution of a variety of special events for the Township.
3. Assists in overseeing day-to-day operations of programs.
4. Monitors and maintains inventory of program equipment and supplies for special events.
5. Participates in community events and acts as a town liaison to promote programs and services.
6. Analyses and assesses recreation program requirements and presents recommendations to the Recreation Coordinator.
7. Assists with the execution of marketing and sales plans to maximize revenue, usage and customer service satisfaction.
8. Collects and analyses data related to customer feedback and effectiveness of marketing and sales initiatives.

9. Liaises and represents the Township while working with suppliers, schools and the general community in a given area.
10. Assists in the implementation of policies, procedures and programs that support the delivery of recreation programs.
11. Respond to emergencies, customer inquiries and complaints, and ensures a positive relationship between the public, outside agencies and internal staff at all times.

### **Communication**

12. Responds to inquiries by providing verbal information or referring them to the Director of Community Services or designate(s) as required.

### **Policy Compliance**

13. Ensures compliance with Township and legislated policies, practices and procedures.
14. Complies with all Municipal and Provincial health and safety legislation, regulations, policies, practices and procedures, and must wear all safety apparel as required.
15. Attends necessary and/or approved educational workshops, seminars or webinars including the renewal of annual licencing as required.

### **Other**

16. Performs other duties as assigned.

***The above statements reflect the general details considered necessary to describe the principal functions and duties of the position and will not be construed as a detailed description of the work requirements that may be inherent in the job.***

**PART II - The following section headings will help describe the technical skills, education, experience and working conditions under which the incumbent is required to perform the job:**

### **Technical Skills/Experience**

1. A minimum of two (2) years' experience in a recreation setting including direct programming is preferred.
2. Strong organizational, analytical and problem-solving skills.

