



JOB DESCRIPTION

Identification

Department: Recreation

Position: Program Coordinator (Children's Recreation Programming for Ages 4-5)

Supervisor: Director of Recreation

Hours of Work: 40 hrs/wk. Normal Hours of work are from Monday to Friday, 8:30 am to 4:30 pm, or as required.

Scope: Under the direct supervision of the Director of Recreation, the Program Coordinator will oversee the successful development, implementation, and evaluation of recreational programming for children aged 4-5. This includes planning and promoting engaging, age-appropriate activities that encourage social, physical, and emotional growth while prioritizing safety and fun in an outdoor and community-based setting.

Desired Qualities/Qualifications:

- Completion of high school and enrollment in post-secondary education, preferably in Early Childhood Education, Recreation Management, or a related field.
- Previous experience working with children aged 4-5, ideally in a recreational or educational setting.
- A strong team player with excellent communication skills for working with staff, parents/guardians, and the community.
- Creative, dependable, and resourceful, with a passion for child development and recreation.
- Certifications in First Aid/CPR Level C are highly desirable, or a willingness to obtain.
- Knowledge of child development principles and practices, particularly for preschool-aged children.
- Familiarity with outdoor and nature-based programming is an asset.

Duties: Responsibilities include, but are not limited to the following:

Programming

- Design and implement creative, engaging, and age-appropriate recreation programs for children aged 4-5, including outdoor, nature-based, and seasonal activities.
- Identify and coordinate all resources required for the program, including finances, transportation, equipment, supplies, facilities, and personnel.
- Participate directly in activities to ensure high-quality program delivery.

- Conduct regular program evaluations to assess effectiveness and gather feedback for improvements.
- Ensure adherence to safety guidelines and perform thorough risk assessments for all activities.
- Address any concerns, issues, or compliments by reporting to the Director of Recreation promptly.
- Assist with other departmental programs and events as needed.

Administrative

- Manage program budgets effectively, ensuring efficient allocation of resources.
- Maintain accurate records for participant registration, attendance, and evaluations.
- Adhere to department policies and procedures, ensuring compliance with all regulations.
- Attend staff meetings and contribute ideas for ongoing improvement.

Public Relations/Promotions

- Promote programs through social media, newsletters, posters, and community outreach.
- Engage with parents/guardians regularly, fostering positive relationships and providing updates on program activities.
- Act as an ambassador for the Recreation Department in the community, advocating for the benefits of early childhood recreation.

Supervisory

- Recruit and supervise volunteers and guest facilitators for program enhancement.
- Develop schedules for program staff and oversee their day-to-day activities.
- Act as a resource and mentor for staff, ensuring a supportive team environment.
- Provide performance evaluations and ongoing feedback to staff.

The Coordinator will be responsible to perform all duties as listed and other duties as requested by the Director of Recreation or Physical Activity Coordinator.