



## JOB DESCRIPTION

### **Identification**

**Department:** Recreation

**Position:** Leadership Events Coordinator

**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 to begin, or as required.

**Scope:** Under the direct supervision of the Director of Recreation, the Leadership Events Coordinator will be responsible to oversee the successful implementation of Barrington Recreation's outdoor leadership programming as well as coordination of department special events.

**Desired Qualities/Qualifications:** High School completion and enrolled in post-secondary education. Previous experience working with children and youth is an asset. Previous experience with programs and leadership development is an asset. Special consideration may be given to someone who can provide instruction in outdoor leadership skills in the areas of kayaking, lifeguarding, hiking, camping, etc. A team player, who is willing to work with others, including other staff members, and the public. The coordinator will need a friendly, trustworthy, and honest personality. First/Aid CPR level C is desired, or a willingness to obtain.

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

### **Programming**

- to work with Barrington Recreation staff to design youth leadership events and programs utilizing internal resources and community partners.
- to identify and confirm all resources required: finances, equipment, supplies, training, etc.
- to collaborate with Barrington Recreation staff to schedule leadership opportunities for program participants.
- To provide development opportunities for participants in outdoor recreation using skills such as kayaking, hiking, camping or aquatics.
- To provide participants with opportunities for learning in areas such as physical literacy, High Five, First Aid, unstructured outdoor play, etc.
- To coordinate seasonal summer events in collaboration with other staff and program participants.
- to evaluate all programs, through the departmental evaluation process.
- to follow safety guidelines and procedures and practice diligent risk assessments
- to report all problems, concerns, criticisms, and compliments to the Director of Recreation

**Administrative**

- to adhere to the program/event budgets
- to attend staff meetings
- to purchase equipment and supplies as necessary
- to follow policies and procedures set forth by the department
- Provide reports on participation, training and evaluation as needed.
- to ensure all forms are completed and payments received
- to maintain up to date records/files for the program and participants

**Public Relations/Promotions**

- to promote leadership programming and events and upcoming events through social media, posters, brochures and school visitations
- to communicate all safety needs and inherent activity risks to participants and other program staff.

**Supervisory**

- to assist in interviewing and hiring of summer leader staff, when required
- to recruit volunteers, guest speakers, workshop facilitators, etc. to develop staff/ volunteer schedules for events
- To act as lead in the coordination of several seasonal special events.
- to act as a department resource

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