RED ROCK
A Superior Treasure

Red Rock Municipal Office
42 Salls Street, Box 447
Red Rock, ON P0T 2P0
(807) 886-2245

EMPLOYMENT OPPORTUNITY

Position: Recreation & Administrative Services Coordinator
Location: Township of Red Rock
Salary Range: $60,000 - $64,000 Annually

Position Summary

Reporting to the Deputy Clerk, the Recreation and Administrative Services Coordinator is responsible for providing municipal administrative support, front-desk services, recreation programming, community event coordination and facility-related administrative services for the Township of Red Rock.

The position combines day-to-day municipal administrative responsibilities with the planning, development, coordination and delivery of recreation programs, community initiatives and special events. The Coordinator supports municipal office operations while promoting increased community participation and maximizing the use of municipal recreation facilities.

The position works collaboratively with the Economic Development Officer, municipal departments, community organizations, volunteers, residents and external partners to develop and deliver accessible and engaging programs and services that support recreation, community participation and quality of life in Red Rock.

The position requires a high degree of flexibility, with responsibilities and working hours adjusted to accommodate seasonal programming, municipal operations, community events and changing organizational priorities.

Key Responsibilities:

1. Municipal Administration and Front-Desk Services — Approximately 40%

- Provide front-desk reception, answer telephone calls, respond to public inquiries and direct requests to appropriate municipal staff.
- Receive municipal payments, issue receipts and maintain accurate cash-handling records.
- Coordinate municipal facility bookings, rentals, seniors' transportation van scheduling and related administrative requirements.
- Maintain municipal records, filing systems, correspondence and administrative documentation.
- Update the Township's website, social media platforms and Voyent Alert! system, including preparing public notices and community communications.
- Coordinate travel arrangements, accommodations, registrations and training for Council and senior management.
- Order office supplies, maintain inventories and administer municipal key sign-in/sign-out records.

- Assist with municipal safety and care plans and provide general administrative support to municipal departments as required.

2. Recreation Programming and Community Development — Approximately 40%

- Plan, develop, coordinate and deliver municipal recreation programs and community activities for various age groups.
- Coordinate existing recreation initiatives, including youth soccer, and identify opportunities to expand programming.
- Develop seasonal programming schedules and coordinate registrations, instructors, volunteers, equipment and related activities.
- Promote increased utilization of the Red Rock Recreation Centre, soccer pitch, fitness centre and other municipal recreation facilities.
- Coordinate municipal special events and community initiatives, including the Terry Fox Run, Canada Day and Paju Mountain Run.
- Develop partnerships with community organizations, schools, volunteers and other stakeholders to support recreation opportunities.
- Promote recreation programs and events through municipal communication channels and community outreach.
- Monitor program participation, maintain records and assist with recreation budgets, expenditures and grant applications.
- Prepare reports and recommendations and support implementation of Council's recreation and community development priorities.

3. Facility Coordination and Operational Support — Approximately 20%

- Assist with the administration and coordination of municipal recreation facilities, including the marina and fitness centre.
- Coordinate facility bookings, user group requirements and implementation of municipal rental policies.
- Work with municipal departments to coordinate facility access, event logistics, equipment and operational requirements.
- Assist with facility safety procedures, seasonal preparations and related administrative requirements.
- Identify opportunities to improve facility utilization, programming and community access.
- Undertake other related duties and special projects as assigned by the Deputy Clerk or Chief Administrative Officer.

Hours & Conditions of Work

- Full-time position of 37.5 hours per week.
- Flexible schedule, including evenings and weekends as required.
- Combination of municipal office, recreation facility and community-based work.
- Regular interaction with residents, community organizations, volunteers and municipal staff.
- Work schedules may vary to accommodate administrative coverage, recreation programming, community events and seasonal operational requirements.
- Some physical activity associated with program delivery, equipment handling and event setup may be required.
- Occasional travel may be required.

Compensation

The Township of Red Rock offers a competitive salary range of $60,000-$64,000 annually. This is a full-time position. Further details regarding the position, benefits and other terms of employment will be provided to the successful candidate.

A full job description is available on the Township's website at www.redrocktownship.com

Application Deadline: Thursday, November 5 at 4:00 p.m.

Please submit your application, including a cover letter and resume, to:
Whitney Odahl, Deputy Clerk/Administrative Coordinator
42 Salls Street, Box 447
Red Rock, ON P0T 2P0
admin@redrocktownship.com

The Township of Red Rock thanks all applicants for their interest; however, only those selected for an interview will be contacted.
Personal information is collected, maintained, and secured in accordance with the *Municipal Act, 2001* and the *Municipal Freedom of Information and Protection of Privacy Act*.