



RED ROCK
A Superior Treasure

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

JOB DESCRIPTION

Job Title	Recreation and Administrative Services Coordinator
Reports To	Deputy Clerk
Functional Collaboration	Economic Development Officer
Salary Range	\$60,000 - \$64,000
Employment Status	1.0 FTE

Purpose and Scope

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.

Reporting Relationships

The position reports to the Deputy Clerk for day-to-day supervision and scheduling and works collaboratively with the Economic Development Officer on recreation programming, community events and facility development initiatives.

Hours of Work and Scheduling

This is a full-time position of 37.5 hours per week, generally including three to five half-days of municipal office coverage, with remaining hours dedicated to recreation programming and other assigned responsibilities. Flexible scheduling, including evenings and weekends, may be required based on operational needs, in accordance with applicable employment standards and Township policies.

Qualifications

- Post-secondary education in Recreation, Community Development, Recreation and Leisure Services, Public Administration, Business Administration, Office Administration or a related field, or an equivalent combination of education and experience.
- Experience with cash handling, payment processing, records management and general administrative procedures.

- Experience working with community organizations, volunteers and members of the public.
- Experience with event planning, program administration and community engagement is considered an asset.
- Experience working in a municipal environment is considered an asset.
- Proficiency with Microsoft Office, website content management, social media platforms and common digital communication tools.
- Valid Ontario Class G Driver's Licence and access to a reliable vehicle.

Skills and Abilities

- Strong organizational, administrative and program coordination skills.
- Excellent interpersonal, communication and customer-service skills.
- Ability to develop positive working relationships with residents, community organizations, volunteers and municipal staff.
- Ability to coordinate multiple programs, events and administrative priorities simultaneously.
- Strong written and verbal communication skills.
- Ability to work independently and collaboratively.
- Demonstrated initiative and creativity in identifying and developing recreation and community programming opportunities.
- Ability to manage program expenditures within approved budgets.
- Ability to maintain accurate records and handle financial transactions responsibly.
- Ability to exercise sound judgment, discretion and problem-solving skills.
- Ability to maintain confidentiality when handling municipal information.
- Strong time-management skills and the ability to adapt to changing schedules and operational priorities.
- Ability and willingness to work flexible hours, including evenings and weekends when required.

Working Conditions

- 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.
- Evening and weekend work will be required periodically.
- Some physical activity associated with program delivery, equipment handling and event setup may be required.
- Occasional travel may be required.

General

This job description is not intended to provide an exhaustive listing of all activities, duties or responsibilities associated with the position.

The duties, percentage allocations and work schedules outlined herein are intended to provide general guidance and may be modified to accommodate the operational requirements and priorities of the Township of Red Rock.

The employee may be assigned additional related duties and responsibilities by the Deputy Clerk or Chief Administrative Officer as required to support municipal operations, recreation programming and community services.