

## **MANOR PARK COMMUNITY COUNCIL**

### **JOB DESCRIPTION: Recreation Coordinator**

**Reports to:** Executive Director

**Position Designation:** Full-time, Permanent

**Pay rate:** \$22-\$26/hr

**Number of positions:** 1

#### **Overview:**

The Manor Park Community Council (MPCC) is a not-for-profit organization providing year-round recreational programming, licensed child care, community events, and operates outdoor rinks. The MPCC is comprised of a Board of Directors, paid employees, and volunteers. Recreational programs take place at 1805 Gaspe, Manor Park Community Centre, Manor Park Public School and on surrounding greenspace, sports fields and courts

The MPCC is a City of Ottawa community partner, making recreation a key activity. Key recreational activities include: After Three in Manor Park (A3), Summer Day Camps in Manor Park, Fitness, Art classes, and specialty workshops for children and adults.

The Recreation Coordinator leads the development, planning, and delivery of engaging recreational programs, ensuring a safe and inclusive environment for participants of all ages. This role oversees daily operations while mentoring and supervising staff and volunteers to maintain high program standards. Success is measured through innovative programming, strong participant safety practices, and consistent enrollment growth.

#### **Essential Job Functions**

The Recreation Coordinator is responsible for, but not limited to, the following:

##### **Program Development & Delivery**

- Design, develop, and implement diverse, high-quality recreational programming for children, youth, and adults, aligned with community needs and emerging trends
- Oversee key program areas including Adult Programs, Children & Youth Programs, the After Three (A3) Recreation Program, summer camps, and volunteer initiatives
- Evaluate program effectiveness and participation levels, making recommendations for continuous improvement and growth
- Identify new program opportunities and source qualified instructors and program specialists

##### **Operations & Administration**

- Manage program registration, cancellations, transfers, credits, and participant accounts using Amilia
- Prepare and monitor annual program budgets, ensuring financial accountability and cost-effective operations
- Process invoices, contracts, payments, and reconcile financial records including credit card statements
- Maintain accurate records, policies, procedures, manuals, and administrative documentation
- Coordinate facility and outdoor space bookings to support program delivery
- Purchase and manage program supplies and equipment

### **Staff & Volunteer Management**

- Recruit, hire, train, schedule, supervise, and evaluate staff, coaches, and volunteers
- Foster a positive team environment that supports professional development and continuous improvement
- Provide leadership coverage, including stepping into program roles or front-line support as needed

### **Customer Service & Community Engagement**

- Serve as a primary point of contact for participants, families, and community members, providing excellent customer service
- Respond to inquiries, support registrations, and assist at the front desk during program hours
- Build and maintain strong relationships with community partners and stakeholders
- Support inclusive and accessible programming by reducing barriers to participation

### **Marketing & Communications**

- Develop and submit promotional content to support program marketing and community awareness
- Maintain community bulletin boards, signage, and program communications

### **Facility & Event Support**

- Monitor program spaces and report maintenance or safety concerns
- Provide coordination and on-site support for events and special programs
- Ensure all programs operate in accordance with MPCC policies, procedures, and safety standards

### **Organizational Responsibilities**

- Attend and contribute to staff meetings and organizational initiatives
- Perform additional duties as assigned to support overall operations and community engagement

### **Qualifications & Requirements**

- Post-secondary diploma or bachelor's degree in Recreation, Leisure Studies, Community Development, Physical Education, or a related field, or an equivalent combination of education and relevant experience
- Minimum of 3+ years of experience planning and coordinating recreational programs
- Minimum of 2 years of experience supervising staff and/or volunteers
- Minimum of 2 years of experience working with children and/or youth in a recreational or community setting
- Valid First Aid and CPR Level C certification (required)
- Clear Vulnerable Sector Police Records Check (required)
- HIGH FIVE Principles of Healthy Child Development (PHCD) certification (considered an asset)
- Ability to communicate effectively in English (required); proficiency in French is considered an asset
- Strong interpersonal and communication skills, with the ability to build and maintain positive relationships with participants, families, staff, and community stakeholders

- Excellent organizational, time management, and problem-solving abilities, with strong attention to detail
- Demonstrated ability to engage diverse populations and create a welcoming, inclusive environment
- Proven ability to establish rapport, build trust, and communicate effectively with the general public.

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