



## MUNICIPALITY OF CAMBRIDGE BAY

### POSITION DESCRIPTION

#### I. General Information

<b>Position / Title:</b>	Recreation Officer	<b>Employee Name:</b>	
<b>Supervisor Title:</b>	Manager Recreation & Healthy Living	<b>Supervisor Name:</b>	Francis Oduro
<b>Employees Supervised: Swimming Pool Workers; Youth Workers and Summer Students</b>			

#### II. Purpose of Position

Under the direction of the Manager of Healthy Living and Recreation, the Recreation Officer is responsible for planning, coordination, and implementation of all community recreation programs and special events. The Recreation Officer is responsible for monitoring the management and safe maintenance of all recreational facilities and equipment in consultation with the Director of Municipal Services and Projects.

#### III. Essential Duties and Responsibilities

##### Program Delivery

- Delivery Community Recreation programs
- Assessing the recreation requirements of the community
- Promoting, advertising, and marketing activities to the general public
- Develop and appropriate recreation schedule to effectively use community recreational facilities
- Provide recreation opportunities for the general public, including assisting the Recreation Committee in the planning of the seasonal games
- Keep abreast of recreation program opportunities and support available through appropriate territorial and regional organizations and departments
- Educate the general public about the importance of volunteerism, and recruiting, training, and coordinating volunteers to promote increased community involvement in recreation programs
- Organize and run the Municipal Bingos

##### Operation & Maintenance

###### 1. Efficient operation and Maintenance

- Assure the efficient operation and maintenance of community recreation facilities
- Manage the recreation inventory
- Includes Parks and Play areas.

###### 2. Financial Administration

- Provide financial administration for Community Recreation Programs
- Assist in the preparation of the recreation budget
- Complete grant and other funding proposals and applications

##### Supervision

###### Training on the Job

- When necessary, provide training for the Community Recreation Leader's Program student or Training on the Job candidate
- Prepare training schedules for student or TOJ



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- Complete reports for the Arctic College/Education, Culture & Employment
- Monitor candidate's progress and provide additional training as needed
- Responsible to supervise the work of all subordinates
- Directs daily work of Aquatics Director, Day Camp staff, Youth Coordinators
- Deals with daily work issues and challenges presented by Aquatics Director, Day Camp Director, Youth Coordinator
- Trains, orientates, motivates, coordinates and directs subordinates
- Ensures that all Municipal equipment and vehicles are operated in a responsible and safe manner
- Subordinates adhere to work practices that comply with legislation and support a healthy and safe work environment
- Assure the use of personal protection equipment when appropriate
- Organize, direct and execute the daily schedules and activities of recreational services to meet community recreational needs
- When funds are found will mentor a youth in this role

#### **Other Duties**

Perform Other duties

- Assist the Recreation Committee or Associates when appropriate
- Attend meetings
- Advise committee or associations when needed
- Pass on information from Manager Recreation and Healthy Living to appropriate committees or associations
- Coordinate Regional Games and Territorial games
- Assist in writing proposals for funding for sports teams traveling to other communities
- Maintain communications with territorial sport governing bodies
- Assist local groups who wish to begin a local sports association with training, and information
- Perform other duties assigned by the Manager Recreation and Healthy Living.
- As assigned by the Manager Recreation and Healthy Living

#### **IV. Education and Certification:**

Bachelor of Recreation

Human Resource Management

#### **V. Experience:**

Recreation Leadership

Program Management

Supervision experience and/or training

Working with youth

#### **VI. Knowledge, Skills and Abilities:**

Time Management

Interpersonal Communications

Working knowledge of recreation

Have knowledge and active in sports and a healthy lifestyle as position will be a role model.



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Must be able to perform tasks according to established policies and procedures without supervision.  
Must be able to work with staff and the public in an effective, positive, and tactful manner.  
Ability in public speaking an asset.  
Must be able to prioritize work and programs.  
Must be able to attend meetings outside regular working hours.  
Must be able to work in a cross-cultural environment.  
Must be able to work in cold conditions.  
Must be able to work irregular hours, weekends, and holidays.  
Ability to write reports and other documents.  
Must be organized and be able to multi-task  
Computer operations; experience with or ability to learn specific computer software applications appropriate to the position.  
Conflict resolution  
Strong Communication skills in both English and Inuinnaqtun an asset.

#### **WORKING CONDITIONS:**

##### **Physical Demands:**

The employee will spend long hours sitting, standing, and using office equipment and computers which can cause muscle strain. The employee may be lifting equipment and materials up to 30 lbs.

##### **Environmental Conditions:**

The employee will be required to move throughout the community. The employee may come in contact with community members who are ill and/or contagious and must take precautions to ensure the health and safety of all individuals including self.

##### **Sensory Demands:**

Regular contact with the public may affect senses and respiratory system. The employee must be very adept at listening to others and spending long hours on the computer preparing detailed reports which requires attention to detail and high levels of accuracy.

##### **Mental Demands:**

There are regular deadlines associated with this position which may cause stress. The employee must deal with a wide variety of people and will have to manage a number of requests and situations at one time. There may be a number of activities and situations happening at once and the employee must be prepared to prioritize and multitask. The employee must deal with a wide variety of people with challenging personal issues.

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Name of Employee:

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Name of Supervisor:

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Signature:

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Signature:

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Date:

\_\_\_\_\_  
Date:

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**Recreation Officer**

