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COMMUNITY SCHOOL
RECREATION COORDINATOR
JOB DESCRIPTION AND QUALIFICATIONS

Position Summary

The purpose of the community and school recreation coordinator program is to enhance the quality of life for northerners through the provision of community based sport, culture and recreation programs after school, in the evenings, on weekends and at community and school special events. As a Recreation Coordinator, one is to develop and facilitate the delivery of sport, culture, arts and crafts, education and recreation programs using the school, the community and partnerships to provide the program, services and facilities required to run and organize the program. Programs are to be offered and run for the full calendar year.

Objectives

1. To increase participation opportunities by providing sport, culture, arts and crafts, education and recreation programs.
2. To ensure community direction and support through the development of community based involvement within the program.
3. To establish partnerships by sharing information and resources between schools and community organizations who share the mandate to provide community sport, culture, arts and crafts, education and recreation programs and services.
4. To increase the number of volunteers that assist with the management and coordination of sport, culture, arts and crafts, education and recreation programs and services.
5. To increase community capacity by providing skill development and leadership development opportunities to members of the community.
6. To promote sport, culture, arts and crafts, education and recreation programs as a positive wellness alternative and an important foundation for quality family life and community spirit.
7. To identify local needs and prioritize target groups.
8. To provide input into a community based sport, culture, arts and crafts, education and recreation plans.
9. Monitor and evaluate the development of programs and services.

Reporting Responsibilities

The immediate supervisor is the Principal of Rossignol High School. To provide, maintain and administer budgeted programs and services, including financial administration duties, scope of programs, ages, genders, etc. of participants, number of leaders and volunteers trained or assisted with programs, types of professional development and leadership training undertaken and anecdotal evidence that supports the success of initiatives. To provide evaluative reports used to monitor the program that will form part of the submission to funding agencies and program sponsors. To provide submissions, requests with notice of intents and program elements for submission and approval by funding agencies, program sponsors and the School Division.

Duties

The duties may be altered or changed to maintain efficiency in the program and educational responsibilities, at the discretion of all parties involved. The duties below are not restrictive to the employment and position.

1. Work with the principal, community members, the School Division and supporting partners in implementing and coordinating all aspects of recreation, sport and culture within the program.
2. Assist in the development of a recreation, sport and culture plan.
3. Assist in developing a positive, caring and supportive culture and climate in the school, the community and within the program.
4. Encourage community and parent involvement and develop members to participate effectively in all recreation, sport and cultural activities.
5. Identify and establish partnerships with other recreation service provider and other community agencies to develop and coordinate integrated recreation, sport and culture activities for students, families and the community.
6. Complete and submit monthly reports to the immediate supervisor for submission to the Director of Education.
7. Develop a system for collecting data for evaluating programming and participation at all recreation, sport and cultural activities.
8. Communicate effectively to all community members concerning the recreation, sport and cultural program.
9. Collect fees and maintain accurate financial records as required.
10. Develop a schedule and budget for all aspects of the program.
11. Recruit suitable "supervisors" or helpers to lead and help in providing activities.
12. Hire, orient, train, supervise and discipline as appropriate.
13. Ensure that appropriate checklists are filled out, first aid kits are available and maintained, supervisors are present, and pre-service is provided.
14. Advertise upcoming events and activities.
15. Prepare all reports necessary for the program when requested and meet all timelines as required.
16. Attend professional development activities as required.
17. Performs public relation functions.
18. Provide day to day management in all aspects of the program. i.e. scheduling, facilities management, finances, reports, etc.
19. Follow guidelines and policies as adopted and directed by administration, the Board of Education, government agencies and relevant legislation.
20. Perform other duties as necessary and assigned by the principal, the Board of Education, government agencies and relevant legislation.

Requirements and Skills

The qualifications, knowledge and education must be acceptable to the Ile-a-la-Crosse School Division No. 112. Requirements to maintain employment must be presented and acceptable to the School Board. Sufficient time will be given to candidates who may need to acquire qualifications, knowledge and education if necessary.

Requirement - Education and Training

1. Grade 12 or equivalent academic standing from a recognized educational institution.
2. Recreation and Leisure Management certificate or equivalent post-secondary education, if taken and credit received.
3. Certified and valid First Aid or CPR training. If uncertified, training must be received and documentation of success must be provided within the probationary period as outlined in the current CUPE, Local 4607 collective agreement. This may be extended with a written request and consent of the Director of Education.
4. Coaching training. From prior employment, a certificate or letter of reference from an accredited facility is acceptable. Example: employment at a fitness center, a physical education teacher, an instructor and or other qualified reference.
5. Supervisory training and/or experience. From prior employment, a certificate or letter of reference is acceptable.
6. Valid driver's license.

Requirement - Policy

1. A current validated and clear criminal record check.

Skills

1. Can work independently with little or no supervision.
2. Good health, self-motivated and energetic.
3. Negotiate, develop and implement projects and programs.
4. Maintains sustained cooperation, teamwork and enthusiasm.
5. Patience and ability to work with students, community members and colleagues.
6. Ability to work in a cooperative manner to ensure appropriate flow of information and decision making.
7. Develops professional and community relationships in support of the program and participants.
8. Ability to prioritize work in order of importance and time frames.
9. Ability to maintain confidentiality of information regarding students, individuals, school matters and within the program.
10. Possess a positive attitude.
11. Excellent written and oral communication skills.
12. Ability to use computers.

Working Conditions

1. Travel is required.
2. Deal with unpredictable and difficult behaviors.
3. On-call for emergencies.
4. Physical body effort.
5. Standing, sitting, typing, writing.