



RECREATION CO-ORDINATOR Part-time Temporary – 2 to 4 months

Cambridge is a thriving city located in Canada's Technology Triangle, a rich industrial heartland of southern Ontario. We are strategically located astride highway 401, and minutes from major metropolitan cities. Our quality of life makes Cambridge a fine place to call home for over 129,000 citizens. Cambridge offers historic, small-town charm with diverse recreational facilities, trails and parkland, a wide range of arts, culture and theatre events and attractions throughout the year and a strong future of continued cultural, commercial and industrial growth and development. Our distinctive 19th century architecture offers a beautiful backdrop for shopping, dining & colourful festivals.

The City of Cambridge currently has an opening in the Recreation Division (Allen Rueter Centre) of the Community Services Department available May 2nd, 2014 for approximately 2 to 4 months. Reporting to the Area Recreation Manager, this position is responsible for the following duties: Provides consultative services to various community groups including neighbourhood associations, seniors, special events, sports, culture, playgrounds and youth, advising on program planning and implementation, committee development, public relations and budgeting; Interviews and hires, supervises and trains various program volunteers and part-time non-union staff, keeping confidential files according to policy, participates in volunteer recognition and appreciation events; Participates in policy development, implementation and evaluation; Prepares, forecasts and monitors budget; Designs and co-ordinates promotional materials and their distribution relating to programs and activities; Co-ordinates meetings to inform and advise public of section activities and programs; Studies economic, social and recreational trends, implements needs assessments and evaluates programs in assigned area; Liaises with other service providers and community government agencies and organizations, regarding assigned area needs; and Reviews grant applications for municipal funding assistance with various community groups in advance of their submission to the Grants Review Committee.

The Minimum Requirements for this position are possession of:

- College level diploma (2 year) in Recreation or related field, or equivalent;
- A minimum 3-4 years' experience in a similar environment, including supervisory experience; and a
- Valid Drivers' License

The hourly wage is \$32.43 to \$34.46 (Job Grade 8), and the hours of work may be scheduled between 6:00 a.m. and 11:00 p.m., Monday to Sunday (25 hours per week).

We invite qualified candidates to apply for this position by submitting a resume via e-mail to our Human Resources Services Division, by 4:30 p.m., Tuesday, March 25th, 2014, at: hrservices@cambridge.ca

If you require support or accommodation due to a disability, please contact hrservices@cambridge.ca or 519.740.4685, extension 4640.

Personal information in relation to the recruitment and hiring process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act. This information will be used to determine eligibility for employment with the City of Cambridge only. If you have any questions about this collection of personal information, you can contact the Freedom of Information and Privacy Co-ordinator, Clerks Division, at 519.740.4680, extension 4583.