

# **FULL TIME EMPLOYMENT OPPORTUNITY**

## **PROGRAM COORDINATOR**



An excellent career opportunity awaits you at the Town of Huntsville. If you want to work in a community that is set in one of the most beautiful natural settings in Canada and offers a great quality of life with all the amenities, this is the job for you! Located in Ontario's cottage country, the Town of Huntsville is the largest community in the District Municipality of Muskoka and in proximity to the west side of Algonquin Park. Within this exciting setting, the Town of Huntsville has a vibrant downtown and offers many cultural and outdoor recreational opportunities.

The Town of Huntsville is looking to hire a full time Program Coordinator.

Reporting to the Manager of Recreation, Culture and Heritage the Program Coordinator will deliver quality sport, recreation, culture, heritage, and leisure programs in the community to provide opportunities and encourage and promote a healthy lifestyle for all community residents. These programs include adult and older adult programs, general programs, and special events. The Program Coordinator will administer and ensure that all programs are delivered within guidelines taking into consideration; facility yield management, risk management, budget and operational policies and procedures. This position is responsible for ensuring quality of service through creative planning, ongoing evaluation and problem solving. The Program Coordinator is also responsible for the overall delivery, implementation, evaluation, and administration of Recreation Programs and Special Events to ensure continual optimization of the Recreation & Leisure Services Department.

The ideal candidate will have:

- Diploma in recreation or a related field
- 3 years of experience in the field preferably in a municipal environment
- Hands on experience working with adults, seniors, and those with accessibility challenges in a sport/recreation/cultural environment
- Certifications in First Aid and CPR, High Five Principles of Healthy Aging, High Five Quest 1
- Demonstrated experience in recreation program development, coordinating special events, administration, leadership, and delivery
- High proficiency required in Microsoft Office Suite (Word, Excel, Power Point) and facility booking software programs such as PerfectMind
- strong interpersonal, customer service, written and communication skills as well as multi-tasking skills
- the ability to work effectively and diplomatically with a wide range of personality types.
- Clean vulnerable criminal record Certificate
- valid Class G driver's licence

The Town of Huntsville offers an attractive benefit package and a competitive salary range. The salary range for this position is \$59,550.40 to \$65,629.20.

The Town of Huntsville is committed to providing accommodations throughout the hiring process. If you require an accommodation, we will work with you to meet your needs. Qualified applicants are invited to submit a resume to the undersigned by **November 29, 2021 @ 4 pm**.

### Human Resources Department

### **PROGRAM COORDINATOR Competition**

Town of Huntsville, 37 Main Street East

Huntsville, ON, P1H 1A1

[hr@huntsville.ca](mailto:hr@huntsville.ca)