



UNDER REVIEW
JOB DESCRIPTION
Parks and Recreation Administrative
Assistant

JOB SUMMARY:

The Parks and Recreation Administrative Assistant will be responsible for the marketing, promotion and administration of the Parks and Recreation Department.

STATUS:

Regular Full-Time

HOURS:

Monday to Friday, 9am to 4:30pm (35 hours a week). Weekend and evening work may be scheduled as required. Shift hours may change periodically to provide department coverage.

IMMEDIATE SUPERVISOR:

Director of Parks and Recreation

KEY DUTIES & RESPONSIBILITIES:

- Assist Director with long-term strategies, and business planning for the Parks and Recreation Department.
- Responsible for all aspects of scheduling municipal community centres, pavilions and sports fields.
- Perform administrative and clerical duties for the Parks and Recreation Department.
- Assist with the planning, development and execution of a variety of Recreation programs.
- Maximize public understanding and increase awareness of the benefits of Parks and Recreation in the community.
- Assist in identifying trends and evaluating current programs to ensure a high degree of innovation and quality in services.
- Assist with outreach, marketing and sales plans to maximize revenue and optimize customer satisfaction.
- Solicit sponsorship, advertising and donations for programs and events as required.

- Responsible for the development and implementation of policies and procedures that support the delivery of recreational programs and services.
- Assist in the projection, and recommendation of budget items related to Parks and Recreation.
- Assist with the design, development and delivery of promotional materials.
- Assist with the development, planning and implementation of large scale community events.
- Assist with recruitment, training and coaching of volunteers, providing ongoing support to ensure retention.

ADDITIONAL RESPONSIBILITIES

- Provide support and vacation coverage at the Royal Distributing Athletic Performance Centre
- Ensure an environment that provides excellent customer service in the community.
- Assist with composing content for seasonal community guide.
- Provide support to all aspect of sales and customer support of Municipal cemeteries.
- Provide clerical support and coverage for reception.

EDUCATIONAL REQUIREMENTS

- Post-Secondary education in Recreation Studies, Office Administration or a related discipline.

QUALIFICATIONS:

- 2 – 3 years progressive experience in a relevant setting.
- Experience with event management, making presentations, grant writing, working with diverse community groups including seniors, youth and special needs individuals.
- Superior customer service skills. Ability to work collaboratively with volunteers and internal and external contacts.
- Computer proficiency in MS Office (Word, Excel, Outlook).
- Thorough knowledge of applicable legislation.
- Demonstrated leadership and team building skills.
- Current standard level First Aid, CPR.
- Class “G” driver’s license in good standing.
- Current vulnerable person’s police reference check will be required upon hire.

EFFORT AND WORKING CONDITIONS:

- Flexible working hours – may require occasional evenings and weekends.
- Will involve local travel.
- Involves mental and visual concentration.
- Job requires light physical exertion.
- Working environment contains the usual risks or discomforts; no special safety precautions are required.

Approved by:**By:** _____
CAO**On:** _____*Updated: February 2019*