



POSITION VACANCY

Call Number:	2022 - 02
Position:	Community Development Coordinator
Type of Vacancy:	Permanent
Work Schedule (hours & days):	35 hour work week Includes some evenings and weekends
2022 Salary Range:	\$73,762 to \$92,203
Date Posted:	January 7, 2022
Closing Date:	January 21, 2022 at 4:30 p.m.

Full details on this position is attached. To apply, please submit your cover letter and resume at www.niagarafalls.ca (Select 'Careers and Employment'). Applications must be submitted online and will be accepted until 4:30 p.m. on **Friday, January 21, 2022.**

To help reduce the risk of COVID-19 transmission, the City of Niagara Falls implemented a Vaccination policy whereby all new hires as a condition of being hired are to provide proof of full vaccination, or provide proof of a bona fide medical or Human Rights Code exemption on a form issued from and approved by the City of Niagara Falls.

The City of Niagara Falls is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. Upon request, the City will accommodate the accessibility needs of applicants under the Ontario Human Rights Code and *Accessibility for Ontarians with Disabilities Act (AODA)* throughout all stages of the recruitment, selection, and interview process. Personal information is collected under the authority of *The Municipal Act* and will only be used to determine suitability for this position. We thank all applicants for their interest, but only those advancing through the selection process will be contacted.

Human Resources

Attachment

CITY OF NIAGARA FALLS

**POSITION DESCRIPTION
Recreation and Culture**

This description reflects the general details considered necessary to describe the principle functions of the position identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

POSITION TITLE: Community Development Coordinator

POSITION SUMMARY: Responsible to promote the importance of recreation and to deliver directly or indirectly programs and special events to maintain a healthy and vibrant community.

RESPONSIBLE TO: Manager of Recreation and Programs

SUPERVISES: Contingency or part-time staff and volunteers

RESPONSIBLE FOR:

1. Identify, develop, facilitate, encourage and promote recreational programs with a focus on children and youth and opportunities throughout the community.
2. Coordinate and work in partnership with community associations, recreation agencies, sport organizations, and cultural groups in utilizing the Department's services and City facilities.
3. Coordinate and assist with city wide recreation and special events, including sponsorship development and revenue generation.
4. Develop, prepare and monitor section budgets.
5. Assist with the preparation of promotional materials including updating website pages with applicable information.
6. Serve as a staff liaison on various committees, special task forces, City or partners.
7. Recruiting, training, supervising and recognizing volunteers.
8. Assist in maintaining the MacBain community Centre as a safe, clean environment.
9. Develop, encourage and promote community health and wellness.

POSITION REQUIREMENTS:

Minimum is a college diploma in Recreation, Special Events or related field.

At least three (3) years related experience.

Experience with programming for children and youth, event planning and working with volunteers/committees.

First Aid and CPR

High Five certification would be an asset.

Valid Class "G" drivers license

Revision Date: January 2022